

[Date]

[Respondent]

[Respondent's address]

Via facsimile and/or email: [Respondent's fax number and/or email]

**Re: Pre-Arbitration #17-xx – [Claimant] v. [Respondent]**

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Gentleperson(s):

This is to advise you that we have received a request for arbitration against [Respondent] involving the title(s), “[Title A]”.

As you know, your Agreement, dated [date of Agreement containing the IFTA Arbitration clause], provides for mandatory IFTA Arbitration to resolve any dispute arising from the Agreement.

We have found in many cases that when contract disputes finally go to arbitration, there is a possibility and disposition to resolve the dispute amicably. Such a settlement may be preferable to arbitration.

In order to allow such a settlement process to take place, we are providing a ten (10) day period, before the Claimant initiates a formal arbitration and IFTA forwards to you all of the relevant documents as well as the list of arbitrators from which a final arbitrator will be selected.

Thank you.

Sincerely,  
IFTA

Richonda Starkey  
Arbitral Agent

cc: [Claimant and/or counsel] – [Claimant's and/or counsel's fax number and/or email address]  
Susan Cleary, Vice President & General Counsel, IFTA