

## SAMPLE NOTICE OF ARBITRATION

[Date]

[Respondent Company Name]

[Address]

Attention: [Name]

Via [fax] and/or [mail]

**Re: Notice of Arbitration**

In accordance with the requirements of Rule 2 of the Independent Film & Television Alliance Rules for International Arbitration (“Rules”), Claimant hereby notifies Respondent and the Independent Film & Television Alliance (“IFTA”) of the following:

Pursuant to Rule 2.4.1., demand is hereby made that the dispute between [Claimant Name] and [Respondent Name] be referred to arbitration.

Pursuant to Rules 2.4.2. and 2.4.3., the names, addresses, telephone, and fax numbers, if available, of the parties to this dispute and the names, addresses, telephone and fax numbers, email addresses and, if available, of the respective legal counsel are as follows:

Claimant

[List all information]

Claimant’s Counsel

[List all information, if available]

Respondent

[List all information]

Respondent’s counsel

[List all information, if available]

Pursuant to Rule 2.4.4., a copy of the arbitration clause contained in the attached contract(s) located [List the page or paragraph number of each contract where the arbitration clause is located] is referenced as follows:

[Copy the entire arbitration clause language]

Pursuant to Rule 2.4.5., a copy of the relevant contract(s) are attached hereto.

Pursuant to Rule 2.4.6., [Claimant Name] sets forth a statement of the nature of the dispute and the amount involved, if any, as follows:

[Describe dispute]

Pursuant to Rule 2.4.7., the relief or remedy sought by [Claimant Name] is as follows:

[Describe relief or remedy sought]

The foregoing is not intended nor shall it be construed as a complete recitation of the facts and events concerning the above-referenced matter, nor shall it be construed as a waiver of any rights, remedies or claims, legal or equitable, which [Claimant Name] may have.

Sincerely,

[Claimant Name]

[Name of Signatory]

[Title]