[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Response to Legal Claims**

Dear [ADDRESSEE],

We acknowledge receipt of your correspondence dated [DATE], in which you allege [*BRIEF DESCRIPTION OF CLAIM, e.g., breach of contract, defamation, or other legal issue*]. After a thorough review of your claims and the supporting materials, we find these allegations to be without merit and categorically reject them.

Our position is based on the following:

1. **Lack of Factual Basis**: Your claims are unsupported by facts or evidence. [*Provide specific rebuttal, e.g., “The alleged breach did not occur,” or “The facts as presented are inconsistent with the Agreement dated [DATE].”*]
2. **Legal Deficiency**: Your claims lack a valid legal foundation under [*SPECIFIC LAW, e.g., applicable state or federal law, terms of the Agreement*]. [Optional: “We believe your claims constitute an abuse of process or are frivolous in nature.”]
3. **Potential Harm**: Pursuing these baseless claims may result in unnecessary costs and reputational harm to our organization, which we will not hesitate to address through appropriate legal remedies, if required.

While we remain committed to resolving disputes constructively, we urge you to reconsider your position and withdraw these claims immediately.

Please direct any further correspondence or evidence to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

This response is issued without prejudice to any of our rights, remedies, or defenses, all of which are expressly reserved, including the right to seek recovery of costs or sanctions for frivolous litigation should this matter proceed further.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]