

Respondent's Response to Legal Inquiry

Date: [Insert Date]

To: [Insert Sender's Name]

From: [Respondent's Name]

Subject: Response to Legal Inquiry Regarding Dispute Resolution

Dear [Sender's Name],

Thank you for your correspondence dated [Insert Date of Inquiry]. We appreciate your effort to address the ongoing dispute regarding [Brief Description of the Dispute].

Upon reviewing the concerns outlined in your letter, we would like to respond as follows:

1. Acknowledgment of the Issue

We acknowledge the issues raised, particularly regarding [specific points raised in inquiry].

2. Our Position

Our stance on the matter is as follows: [Insert details of your position and arguments].

3. Proposed Resolution

In the interest of resolving this dispute amicably, we propose the following solutions: [Outline proposed resolutions or compromise].

4. Next Steps

We believe that engaging in [suggest method of resolution, such as mediation or direct negotiation] would be beneficial. Please let us know your thoughts on this proposal at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response to facilitate an effective resolution.

Sincerely,

[Respondent's Name]

[Respondent's Title]

[Company/Organization Name]

[Contact Information]