

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address the claims made in your recent correspondence dated [insert date of opposition claims]. While I appreciate the opportunity for dialogue, I must respectfully challenge several points you raised.

Firstly, your assertion that [insert first claim] is inaccurate because [provide evidence or reasoning].

Secondly, regarding the claim that [insert second claim], I would like to point out [provide evidence or reasoning]. This clearly demonstrates that [assert your position].

Additionally, I would like to counter your statement about [insert third claim]. The facts indicate that [provide supporting evidence].

In light of the above clarifications, I believe it is essential to reconsider the position you have taken. I am open to further discussion to resolve these discrepancies amicably.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title, if applicable]