

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the recent legal inquiry regarding [briefly describe the issue]. I believe that [explain your position or concern regarding the inquiry].

Due to the following reasons, I respectfully request a re-evaluation of the inquiry:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I would appreciate your prompt attention to this matter and a response within [time frame]. Please do not hesitate to contact me for further clarification or discussion.

Thank you for your consideration.

Sincerely,

[Your Name]