

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Subject: Response to Legal Inquiry - [Reference Number]

Dear [Recipient's Name],

I am writing to confirm that I am representing [Client's Name] concerning the legal inquiry you submitted on [Date of Inquiry]. We appreciate your prompt communication regarding this matter.

In response to your inquiry, I wish to outline [briefly summarize your response or the areas your client denies or acknowledges].

Please consider this letter as a formal representation of my client in all communications regarding this issue. We look forward to addressing your concerns and hope to resolve this matter amicably.

Should you need to discuss this further, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]