

[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]

## **Subject: Clarification Regarding Legal Complaint**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the legal complaint filed on [Date of Complaint] concerning [Brief Description of Complaint].

It has come to my attention that there may be some misunderstandings or lack of information regarding specific details of the case. I would like to clarify the following points:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

If there are any further questions or if you require additional documentation, please do not hesitate to contact me at your earliest convenience. I appreciate your attention to this matter and look forward to resolving it amicably.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title, if applicable]