

Response to Intellectual Property Rights Allegation

Date: [Insert Date]

From: [Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are in receipt of your letter dated [Insert Date] regarding the allegation of intellectual property rights infringement involving [specific details of the allegation]. We take these matters seriously and appreciate your bringing this to our attention.

After a thorough review of the claims and relevant evidence, we would like to clarify the following points:

1. [Clarification point 1]
2. [Clarification point 2]
3. [Clarification point 3]

We firmly believe that [briefly state your position or defense regarding the allegation].

In light of the above, we request that you reconsider the claim. We are open to discussing this matter further and exploring potential resolutions.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]