

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing in response to the legal proceedings initiated against us, as outlined in your correspondence dated [insert date]. We take this matter seriously and want to assure you that we are committed to resolving this issue in a professional and amicable manner.

While we believe that we have acted in accordance with our agreement, we are open to discussing this matter further to seek a resolution that is satisfactory to both parties.

We propose scheduling a meeting to discuss the allegations in detail. Please let us know your availability over the coming days. In the meantime, we will continue to review all pertinent documents related to this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company]