

Denial of Contract Breach Claims

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your letter dated [insert date of their letter] regarding the claims of breach of contract. After a thorough review of the circumstances and the relevant contractual obligations, we must respectfully deny your claims.

We believe that [provide a brief explanation of why the claims are denied, citing specific contractual clauses or facts]. Therefore, we maintain that we have not breached the terms as outlined in the contract.

Should you wish to discuss this matter further or explore alternative resolutions, please do not hesitate to contact me directly at [your phone number] or [your email].

Thank you for your understanding.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Typed Name]

[Your Position]