

# RESPONSE TO DEMAND LETTER

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

I, \_\_\_\_\_, am sending this letter as a response to the demand letter received on \_\_\_\_\_ regarding the following:

Be advised that this letter does not represent a refusal or acceptance of the demands presented in your letter but serves to inform you that the claims are being reviewed and investigated.

We take this matter seriously and will provide a subsequent response within \_\_\_\_\_ **days**. In the meantime, we respectfully request you to cease and desist all activities related to your original demand except for communication that may assist in our review.

Sincerely,

\_\_\_\_\_