RESPONSE TO DEMAND LETTER

Date: _____, 20____

To _____,

This letter represents an official response to the demand letter received on _____, 20____ regarding _____.

Be advised that this letter does not represent a refusal or acknowledgment of the demands presented in your letter, but to verify that the claims are valid.

If you can provide documentation proving the accusations in your demand letter, I will respond within **30 days** after the information is provided to me. I will use the 30-day period to investigate such evidence, and in the meantime, I respectfully request you to cease and desist all activities related to your original demand except for communication related to providing the requested documentation.

Sincerely,

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