

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: [Reference Number or Case Name]

Dear [Recipient Name],

We are writing to acknowledge receipt of your correspondence dated [Date] regarding [Description of Claim or Dispute].

Please be advised that [Company Name] is currently investigating this matter. This investigation, including any discussions, negotiations, or actions taken by [Company Name] or its representatives, shall not be construed as an admission of liability or a waiver of any rights or defenses available to us.

Reservation of Rights:

[Company Name] hereby expressly reserves all of its rights, remedies, and defenses under the law, equity, and any applicable agreements, including but not limited to [Specific Contract or Policy Reference]. No action or inaction by [Company Name] shall be deemed a waiver of any terms, conditions, or provisions of the aforementioned agreements or legal principles.

We will provide a formal response once our review is complete.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]