[Sender Name/Company Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Pending Investigation and Reservation of Rights
Claim/Reference Number: [Insert Number]
Date of Incident: [Insert Date]

Dear [Recipient Name],

We are writing to acknowledge receipt of the notice regarding the above-referenced matter. We are currently in the process of investigating the facts and circumstances surrounding this claim.

Please be advised that this letter serves as a formal reservation of rights. While we proceed with our investigation, [Sender/Company Name] does so under a full reservation of all rights and defenses available under the law and any applicable agreements or policies. No action taken by us during this investigation, including any communications or requests for information, should be construed as an admission of liability, a waiver of any terms, or an agreement to provide coverage or indemnification.

As part of our investigation, we may require further documentation or statements from you. We will notify you in writing of our position once our review is complete.

In the meantime, we reserve the right to amend or supplement our position as new information becomes available.

Sincerely,

[Signature]
[Printed Name]
[Title]