

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

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

Re: Reservation of Rights regarding [Reference Project, Contract, or Claim Number]

Dear [Recipient Name],

This letter is in reference to [describe the specific event, dispute, or performance issue].

Please be advised that [Sender Name] is proceeding with [describe action being taken, e.g., the performance of work, acceptance of payment, or investigation of the claim]. However, this action is taken under protest and is not intended to be, nor should it be construed as, a waiver of any rights, remedies, or defenses available to us under the contract dated [Date], at law, or in equity.

Specifically, [Sender Name] expressly reserves the right to seek [describe relief, e.g., additional compensation, extensions of time, or damages] related to [describe the cause of the issue].

No action or inaction by [Sender Name] shall be interpreted as an admission of liability or a relinquishment of any contractual or legal protections. We continue to reserve all rights to challenge [describe specific disputed point] at a later date.

We look forward to resolving this matter.

Sincerely,

[Signature]
[Printed Name]
[Title]