

SENT VIA [INSERT METHOD: E-MAIL/CERTIFIED MAIL]

[Date]

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

RE: RESERVATION OF RIGHTS - [Insert Matter Name/Case Number]

Dear [Recipient Name],

This letter is formal notice that [Law Firm Name] represents [Client Name] in connection with [describe matter, e.g., the contract dated MM/DD/YYYY or the incident occurring on MM/DD/YYYY].

Please be advised that any action taken, or any communications exchanged between the parties, shall not be construed as a waiver of any rights, claims, remedies, or defenses available to our client under applicable law or contract.

Our client expressly reserves all rights to pursue any and all legal and equitable remedies available, including but not limited to [list specific actions if applicable, e.g., litigation, arbitration, or statutory claims]. No delay or omission by our client in exercising any right shall operate as a waiver of such right.

Furthermore, you are hereby instructed to preserve all documents, electronically stored information (ESI), and physical evidence related to this matter. Failure to maintain such evidence may result in legal sanctions for spoliation.

We look forward to your response regarding [state specific demand or deadline].

Sincerely,

[Attorney Name]
[Law Firm Name]