

To: [Opposing Party Name/Legal Representative]

From: [Your Name/Company Name]

Date: [Current Date]

Re: Response to Communication Dated [Date of Received Letter]

Dear [Name],

We are in receipt of your correspondence dated [Date], regarding [Subject Matter].

After a thorough review of your claims, we have determined that your demands are without legal merit, factually inaccurate, and entirely frivolous. Your assertions do not state a valid cause of action nor do they provide any credible evidence to support the requested relief.

Please be advised that we will not be providing a substantive response to these baseless allegations. Furthermore, we will not engage in any further informal discussions or negotiations regarding this specific matter.

This letter serves as formal notice to cease and desist from any further meritless communications. We reserve all rights to seek legal fees, costs, and sanctions should you persist in pursuing these groundless claims in any formal forum.

Consider this matter closed for the purposes of out-of-court correspondence.

Sincerely,

[Your Signature]

[Your Printed Name]