

Date: [Insert Date]

TO:

[Name of Plaintiff/Claimant]

[Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO DEFEND

Case Number: [Insert Case Number, if applicable]

Matter: [Insert Name of Dispute/Action]

To [Name of Contact Person or Counsel],

Please take notice that **[Your Corporation Name]** (the "Company") has received your [Summons/Complaint/Formal Demand] dated [Date of Document].

This letter serves as formal notice that the Company intends to defend itself against the allegations set forth in the aforementioned matter. The Company disputes the claims in their entirety and denies any liability as alleged.

We are currently in the process of reviewing the documentation and appointing legal counsel to represent the Company's interests. All future correspondence regarding this matter should be directed to:

[Name of Attorney/Law Firm, if known]

[Address]

[Phone Number]

[Email Address]

The Company reserves all rights, including the right to assert counterclaims and to seek recovery of legal fees and costs incurred in defending this action.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Corporation Name]