

Professional Reservation of Rights Letter

Subject: Reservation of Rights

Dear [Recipient Name],

We are writing to formally notify you that, while we are currently reviewing the circumstances surrounding [specific issue], we expressly reserve all rights, claims, and defenses available to us under applicable law. This reservation of rights is made without waiver of any rights, remedies, or positions, whether presently known or unknown, that we may have in connection with this matter. Please consider this letter as our official notice that our position is protected while we continue to investigate and consider our next steps.

Sincerely,

[Your Name]

[Your Title / Organization]

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