

Formal Legal Reservation of Rights Letter

Subject: Formal Reservation of Rights

Dear [Recipient Name],

This letter serves as a formal notice that [Your Company / Your Name] expressly reserves all rights, claims, and defenses regarding [specific dispute or contract]. This reservation is without prejudice and shall not constitute a waiver of any rights, remedies, or defenses that may be available now or in the future under applicable laws or agreements.

Kindly acknowledge receipt of this correspondence.

Respectfully,

[Your Name]

[Your Title / Organization]

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