

Professional Response to Demand Letter

Subject: Response to Your Demand Letter Dated [Date]

Dear [Sender Name],

I am writing in response to your demand letter received on [Date]. After reviewing the matter thoroughly, I would like to address the points you raised and clarify my position.

[Provide clear explanation of your stance, any supporting facts, and any counterclaims if applicable.]

I am open to resolving this matter amicably and request that we discuss potential solutions. Please contact me at [Contact Information] to arrange a suitable time.

Sincerely,

[Your Name]

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