Preliminary Response to Demand Letter

Subject: Preliminary Response to Your Letter

Dear [Sender Name],

I have received your demand letter dated [Date] and am currently reviewing the matter in detail. This is a preliminary response to acknowledge receipt and indicate that I am considering the points raised.

A comprehensive reply will follow once all relevant information has been gathered. Thank you for your patience.

Sincerely,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/response-to-demand-letter