

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Re: Reservation of Rights regarding [Reference Subject/Contract Number/Claim Number]

Dear [Recipient Name],

This letter relates to the ongoing matter involving [briefly describe the dispute, incident, or contractual issue].

Please be advised that [Your Name/Company Name] is currently investigating this matter and reviewing the relevant facts and documentation. While we are engaging in [discussions/performance/correspondence] regarding this issue, this letter serves as formal notice that [Your Name/Company Name] expressly reserves all of its rights, remedies, and defenses under the law and the terms of any applicable agreements.

No action taken, or inaction, by [Your Name/Company Name] shall be construed as a waiver of any rights, nor shall it be deemed an admission of liability or a modification of any existing contractual obligations.

We specifically reserve the right to assert additional defenses or claims as more information becomes available. Our participation in further communication or [payments/services] is done without prejudice to these reserved rights.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]