[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Denial of Liability for Alleged Damages**

Dear [ADDRESSEE],

We acknowledge receipt of your correspondence dated [DATE], in which you allege that [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) is responsible for [*DESCRIPTION OF CLAIM, e.g., damages arising from a breach of contract, negligence, etc.*]. After a thorough review of the matter, we categorically deny any liability for the alleged damages.

Our position is based on the following:

1. No Breach or Misconduct: [*Briefly explain, e.g., “We have fulfilled all obligations under the Agreement dated [DATE],” or “Our actions comply fully with applicable law.”*]
2. Contributing Factors: [*If applicable, identify contributing factors or actions by the other party, e.g., “The circumstances leading to the alleged damages were caused by your actions or omissions.”*]
3. Lack of Supporting Evidence: [*If relevant, explain lack of evidence, e.g., “You have not provided sufficient documentation to substantiate the alleged damages or demonstrate our responsibility.”]*

We are committed to resolving disputes constructively where appropriate. However, we maintain that we are not liable for the damages you allege.

Please direct any further correspondence, including supporting evidence or clarification, to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

This response is issued without prejudice to any of our rights, defenses, or remedies, all of which are expressly reserved.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]