

REBUTTAL LETTER

Recipient Name: _____
Recipient Address: _____
Subject: _____

Dear [Recipient],

I am writing in response to your recent correspondence concerning the matter referenced above. After careful review and consideration, I respectfully present my rebuttal to the points raised.

Background and Context

To provide clarity, the circumstances leading to this communication involve several factors that require detailed examination. It is important to recognize the full context to understand the positions held by both parties.

Point 1 – [Insert Specific Issue]

The assertion made regarding [insert specific issue] is inaccurate because [provide thorough explanation, supported by facts and relevant documentation]. Please refer to the attached evidence substantiating this statement.

Point 2 – [Insert Second Issue]

Regarding the claim about [insert second issue], the facts demonstrate that [detailed rebuttal explanation], which directly contradicts the assertion made.

Point 3 – [Insert Third Issue]

Further, the allegation related to [insert third issue] lacks foundation due to [explanation of relevant facts, legal principles, or contractual terms]. This position is supported by [cite applicable law, regulation, or precedent].

Legal Basis and Compliance

This rebuttal is made in full compliance with all applicable United States laws and regulations, including, but not limited to, federal statutes, state codes, and relevant case law. All rights and remedies are expressly reserved.

Request for Resolution

In light of the foregoing, I respectfully request that you reconsider your position and engage in good faith efforts to resolve this matter amicably. Please advise on your availability to discuss this further.

Reservation of Rights

Nothing contained in this letter shall be construed as a waiver of any rights, claims, or defenses, all of which are expressly reserved. This communication is made without prejudice to any further legal action or proceedings.

Closing

Thank you for your attention to this matter. I look forward to your prompt response.

SENDER'S SIGNATURE

RECIPIENT'S ACKNOWLEDGEMENT

Signature: _____

Signature: _____

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