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# Para-wise Reply to Legal Notice

John Doe 123 Maple Street Springfield, IL 62704 Phone: (555) 123-4567 Email: johndoe@email.com

October 23, 2024

Jane Smith, Esq. Smith and Associates Law Firm 456 Oak Avenue Springfield, IL 62705

Subject: Reply to Legal Notice Dated October 15, 2024

Ref: SA2024-5781

Dear Ms. Smith,

**1. Acknowledgment of Receipt:** This letter is to acknowledge the receipt of the legal notice dated October 15, 2024, regarding the alleged breach of contract pertaining to the consulting services agreement between our companies, sent on your behalf by Smith and Associates Law Firm.

**2. Response to Allegations (Para 1 of the Notice):** In response to the first paragraph of your notice where you claim that I have failed to provide consulting services as agreed upon on September 1, 2024, I would like to clarify that all agreed services were duly delivered by September 20, 2024, as per the schedule detailed in the signed agreement. Attached are the delivery confirmation emails and signed receipts by your client's team.

**3. Details/Clarifications (Para 2 of the Notice):** Concerning the points raised in the second paragraph regarding the alleged lack of communication on progress updates, it is important to note that weekly updates were sent every Monday to your client's

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designated contact, Mr. Adam Black. Please find attached copies of these update emails dated September 5, 12, and 19, 2024.

**4. Counter Arguments (Para 3 of the Notice):** As to your assertions mentioned in the third paragraph about non-compliance with the contract's confidentiality clause, I contest these claims on the grounds that no confidential information has been disclosed. I have adhered strictly to all contractual obligations, as can be demonstrated with the attached non-disclosure agreement compliance forms signed on each date of service provision.

**5. Conclusion and Proposed Solution:** In conclusion, while I respect your legal perspectives, it is my position that the services were provided in complete alignment with our agreement. I propose that we aim to resolve this matter amicably through a meeting or mediation, avoiding unnecessary litigation which would be not only costly but also time-consuming for both parties involved.

**6. Closing Remarks:** Please advise your client accordingly and inform me of your preferred dates for a meeting to discuss this matter further. I am confident that a mutual understanding can be reached with a cooperative approach.

Thank you for your attention to this matter.

Sincerely,

**John Doe**