
Reply to Legal Notice for Recovery of Money

John Doe 789 Willow Lane Columbus, OH 43215 Phone: (614) 555-1234 Email: john.doe@email.com

October 23, 2024

Jane Smith, Esq. Smith Legal Consultancy 101 Legal Road Columbus, OH 43216

Subject: Reply to Legal Notice for Recovery of Money Dated October 10, 2024

Ref: Case No. 2024JD1024

Dear Ms. Smith,

1. Acknowledgment of Receipt: I acknowledge the receipt of your legal notice dated October 10, 2024, concerning the alleged outstanding payment of \$5,000, claimed to be owed by me to XYZ Consulting Ltd.

2. Explanation of Dispute (Para 1 of the Notice): In response to the claim made for the recovery of the said amount, I wish to clarify the following points: the services provided under the agreement dated January 15, 2024, were incomplete and did not meet the quality standards as per our contract. Consequently, I withheld payment pending a resolution, which was communicated to your client on multiple occasions.

3. Detailed Account and Discrepancies (Para 2 of the Notice): Regarding the second paragraph of your notice where it is mentioned that I have not responded to previous communications, I would like to correct this assertion. I have consistently communicated my dissatisfaction through emails and phone calls. Attached are copies

of the correspondence exchanged on February 10 and March 15, 2024, which highlight these quality issues.

4. Proposal for Resolution (Para 3 of the Notice): I am committed to resolving this matter amicably and propose that we engage in a negotiation to arrive at a fair conclusion. I am open to discussing a possible adjustment of the billed amount or rectifying the service issues that were previously delivered.

5. Request for Further Documentation: Please provide detailed invoices, signed agreements, and any correspondence that supports the claim made in your notice. This will help clarify the discrepancies and assist in reaching a mutual agreement.

6. Conclusion and Next Steps: I suggest that we schedule a meeting to discuss this matter in detail and explore potential resolutions. Please inform me of your availability within the next two weeks. My intent is to resolve this matter without the need for prolonged litigation, which would be in the best interest of both parties.

Thank you for your understanding and cooperation.

Sincerely,

John Doe