

(Mention the name of the sender)

(Mention the designation of the sender)

(Name of the company)

(Mention the detailed address)

(Mention the contact information)

(Date)

To,

(Mention the name of the Recipient)

(Mention the address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter to Respond to a Dunning Letter

Dear (Name of the Recipient),

Today, I am writing this letter in response to your letter regarding (Mention the details) because I cannot agree that I owe you what you say I owe. I am very sorry to say that I don't accept this claim because I don't believe it is authentic.

This is news which I had encountered after getting your letter and was very shocked to hear the claim. As I'm afraid I have to disagree with the claim, I will not be able to pay any money regarding this matter within us. I have all the important documents and papers with me, through which I can prove my words and gestures.

Though I wanted to contact the workers of your department of (), I could not get in touch with you. For this reason, I want to request you not to bother me anymore with this kind of false claim.

I hope you will give your best to investigate this matter with proper care and be able to come to the best result very soon.

Thank you very much.

With regards,

(Mention the name of the sender)