

QUERY LETTER

To: _____

From: _____

Subject: _____

Purpose of this Letter:

This letter serves as a formal query regarding the matters set forth herein. The undersigned seeks accurate and complete information responsive to the specific inquiries and requests detailed below and reserves all rights to pursue any and all remedies available under applicable United States law.

Information Requested:

1. Please provide all documents, records, communications, and data relevant to the subject matter of this query. 2. Identify all parties involved, including affiliates, agents, and representatives. 3. Describe any actions taken or contemplated related to the subject matter, including timelines and responsible persons. 4. Disclose any known or potential liabilities, claims, or disputes associated with the subject matter.

Confidentiality and Use of Information:

All information provided in response to this query letter shall be treated as confidential and used solely for the purpose of evaluating and addressing the matters described herein. The recipient is prohibited from disclosing such information to any third party without prior written consent of the sender, except as required by law.

Response Deadline:

Please provide a complete written response within a reasonable timeframe, not to exceed thirty (30) calendar days from receipt of this letter. Failure to respond timely may result in the sender pursuing all available legal remedies.

Reservation of Rights:

Nothing contained in this letter shall be construed as a waiver of any rights, claims, or defenses the sender may have, all of which are expressly reserved.

Governing Law:

This query letter and any responses thereto shall be governed by and construed in accordance with the laws of the United States and applicable state laws without regard to any conflict of law provisions.

Contact Information:

Please direct all correspondence and inquiries related to this letter to the undersigned at the address or email provided below.

Additional Notes or Instructions:

SENDER'S SIGNATURE

RECIPIENT'S SIGNATURE

Signature: _____

Signature: _____

Email: _____

Phone: _____

Sender's Contact Information:

Address: _____

Name: _____

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