

Demand for Explanation on Evaluation Methods

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an explanation regarding the evaluation methods used in [specific evaluation or situation]. As a stakeholder, it is essential for me to understand the rationale, criteria, and process involved in the assessment.

Specifically, I would like clarification on the following points:

- What criteria were used to evaluate the performance?
- How were these methods chosen, and what alternatives were considered?
- What steps were taken to ensure the fairness and accuracy of the evaluation?

Understanding these aspects is crucial for maintaining transparency and trust in our processes. I would appreciate a detailed response by [specific date].

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

Sincerely,

[Your Name]