

# Letter of Concern

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to express my concern over the recent decision made regarding [specific issue or decision]. I believe that this outcome may have significant implications, and I feel compelled to voice my thoughts on the matter.

It is my understanding that [briefly state the decision and its context]. While I respect the decision-making process, I am concerned that [explain your concerns and reasoning].

I hope to see a reconsideration of this decision, as I believe it could lead to better outcomes for [mention affected parties or broader impact]. I am willing to discuss this matter further and provide additional insights if necessary.

Thank you for your attention to this issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]