

Letter of Apprehension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally address some serious allegations of misconduct that have come to my attention. It is important that we maintain a respectful and professional environment, and the concerns raised require immediate attention.

The allegations include:

- [Allegation 1]
- [Allegation 2]
- [Allegation 3]

Please be aware that these matters will be taken seriously and may require further investigation. I encourage you to respond to these allegations by [insert response deadline]. Your input will be considered as we move forward.

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

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]