

Letter of Appeal for Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for clarification regarding some assertions made about my [work/conduct/performance] that I believe to be inaccurate and potentially damaging to my reputation.

On [insert date of the assertion], it was communicated that [insert specific false assertion]. This assertion is factually incorrect because [insert reason or evidence].

I kindly request that you review this matter and provide clarification on the statements made. It is important for me to address these inaccuracies to ensure my standing and contributions are properly recognized.

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

Sincerely,

[Your Name]