

Letter of Adjustment to Assessment Criteria

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of the adjustments made to the assessment criteria for [specific assessment or project name]. These changes have been implemented to enhance fairness and ensure the validity of the evaluation process.

Adjusted Assessment Criteria

- Criteria 1: [Description of adjustment]
- Criteria 2: [Description of adjustment]
- Criteria 3: [Description of adjustment]

We believe these adjustments will provide a more accurate reflection of the candidates' abilities and performance. If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]