

Letter of Clarification Regarding Discrimination Accusations

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to address the recent allegations of discrimination that have come to my attention. It is important for me to clarify that [provide context or details regarding the situation, your position, and any relevant policies or practices].

Please understand that [insert your perspective, including any relevant facts or statements that support your position]. My intention has always been to foster an inclusive and respectful environment for all employees.

I take these accusations seriously and am committed to addressing any concerns thoroughly and professionally. I would appreciate the opportunity to discuss this matter further. Please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this important matter. I look forward to resolving this issue amicably.

Sincerely,

[Your Name]