

Letter of Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an erroneous judgment that was recently made regarding [briefly describe the specific issue or case]. It has come to my attention that the decision made does not fully consider the facts and circumstances surrounding the case.

Upon review, I would like to highlight the following points that support my position:

- [Point 1]
- [Point 2]
- [Point 3]

I believe that if these factors are taken into account, the judgment may be reconsidered in light of the accurate information provided. I kindly ask for a reassessment of the situation, as I am confident that this could lead to a more equitable outcome.

Thank you for taking the time to read my letter. I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]