

Letter of Appeal for Clarification on Ethics Policy Definitions

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for clarification regarding the definitions outlined in our current ethics policy. Recently, there have been several instances where the interpretation of certain terms has led to confusion and uncertainty among staff members.

Specifically, I would like to request clearer definitions of the following terms:

- [Term 1]
- [Term 2]
- [Term 3]

Having a clear understanding of these definitions is crucial for promoting a culture of integrity and compliance within our organization. I believe that addressing this issue will greatly enhance our ethical standards and ensure that all employees are aligned with our values.

I appreciate your attention to this matter and am looking forward to your prompt response. Please let me know if there is a convenient time to discuss this further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]