

# Letter of Dispute Regarding Performance Review Findings

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

[Date]

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally dispute the findings of my recent performance review conducted on [date of review]. After careful consideration of the evaluation, I believe there are several inaccuracies that require clarification.

Specifically, I would like to address the following points:

- Point 1: [Description of the discrepancy]
- Point 2: [Description of the discrepancy]
- Point 3: [Description of the discrepancy]

I believe these points do not accurately reflect my contributions and performance over the past review period. I would appreciate the opportunity to discuss this matter further and provide any supporting documentation that may assist in reassessing my performance.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]