

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally dispute the evaluation score I received for [specify the evaluation or project] conducted on [date of evaluation]. After reviewing the feedback and criteria used to determine the score, I believe there has been a misunderstanding regarding my performance.

Specifically, I would like to address the following points:

1. [Point 1: Detail your first concern with evidence or examples.]
2. [Point 2: Detail your second concern with evidence or examples.]
3. [Point 3: Detail your third concern, if applicable.]

Given these points, I respectfully request a re-evaluation of my performance, or an opportunity to discuss this matter further. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your time.

Sincerely,
[Your Name]