

Letter Or Notice Of Disagreement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Letter of Disagreement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my strong disagreement with [describe the issue or decision you're disputing]. I believe that there has been a misunderstanding or miscommunication, and I would like to address this matter formally.

I have carefully reviewed the [document/communication/decision] dated [date] regarding [briefly mention the subject matter]. After careful consideration, I must respectfully disagree with the conclusions reached in this matter. My disagreement primarily stems from [provide a clear and concise explanation of your reasons for disagreeing].

I value our professional relationship and believe in open and transparent communication. It is in the best interest of both parties to address and resolve this disagreement amicably. I kindly request that we engage in a discussion or review process to further assess the situation and explore potential alternatives.

I propose that we schedule a meeting or discussion at a mutually convenient time to thoroughly go through the concerns I've raised. This will provide an opportunity for me to present my perspective in more detail and for us to work together towards a resolution that benefits all parties involved.

I kindly request that any further actions related to the matter at hand be put on hold until we have had a chance to address my concerns and attempt to find a resolution. I believe that by working together and having an open dialogue, we can arrive at a solution that is fair and equitable.

Please let me know your availability for a meeting or discussion by [mention a reasonable deadline, e.g., within the next two weeks]. You can contact me at [your phone number] or [your email address] to coordinate a suitable time.

Thank you for your attention to this matter. I look forward to the opportunity to discuss this further and work towards a resolution.

Sincerely,

[Your Full Name]

[Your Job Title, if applicable]

[Your Signature (if sending a physical letter)]

Enclosure: [If applicable, list any documents or evidence you're attaching]

CC: [List of individuals you're copying the letter to, if any]