

SAMPLE DISAGREEMENT LETTER

Included:

Introduction

Sample disagreement letter Tips

Sample disagreement letter

Sample disagreement letter Template

Introduction

In any business or personal relations, there are instances wherein you may not agree with your partners or friends. And there are instances where you are compelled to write disagreement letters to strangers as well. These letters should be written carefully.

Sample disagreement letter Tips

The following tips will help you to write a disagreement letter:

- As it is a disagreement to the proposal, the tone of the letter should be polite.
- The letter should be simple, precise and clear.
- The content should be short and up to the point.

Sample disagreement letter

To

Ramesh Kumar

Customer Service Executive,

ICICI Bank,

Hyderabad

Dear Mr. Kumar,

The management has received your plan to restructure the department. After several discussions with the employees and experts in the field, the management has concluded that as of now there is no necessity to revamp the department. The company has to incur lot of expenses if your plan is approved.

In this particular period of recession, the management is thinking of several cost cutting measures. It is very important to stay in the market and face the tough competition from other competitors as well. Your plan is definitely impressive and will fetch good returns in the long run. But at present the company is not in a position to incur any extra cost.

We shall discuss the plan at a later stage. Your efforts are highly appreciated by the management.

Yours Sincerely,

Ravi Anand

Sample disagreement letter Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

I have received your letter informing me that for restructuring my department, you have to lay off almost half of my team members. I understand your concern but at the same time disagree for the lay off.

I am of the opinion that there can be other ways to improve the efficiency of my department. We can discuss it with all the team members and come to a conclusion. All my team members are very efficient and hard working. I have accomplished several projects with their support. It will be unfair to end their careers in our company to meet our expectations.

I shall get back to you with other ways to improve the efficiency of the department. I request you to give me a time ofdays to work out on the issue. I hope you will understand my genuine concern and take an appropriate step.

Thanking you,

Yours Sincerely,

_____ (Your name)

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided "as is", and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org