

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Response to Accusations

Dear :

I am writing to respond to the accusations that I have been {talking to loud, talking to much, popping my chewing gum, making inappropriate comments, etc}. I have not been doing the mentioned things. Perhaps, {name} took these things the wrong way. His/Her perception has distorted my innocent {behavior, remark, comment, etc}. In the future, I will be more conscionable of my {comments, remarks, behavior, etc}.

If you have any questions or comments regarding this letter, please do not hesitate to contact me.

Sincerely,

N A M E