

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: Disagreement Letter – Disagree with a Subordinate, a Superior, or a Person in Authority

Dear :

Though I know that you have gained a lot of experience and knowledge through your years as {position}, I disagree with your decision regarding the {situation}. {Superior's opinion here} is not the most efficient way to handle the dilemma. I have done much research on this topic and believe that the most efficient way to handle this situation is {describe alternative and give reasons}.

Do consider this option as a way to solve {the problem}. I believe that you will see that both options are possible, but we should look toward efficiency in this situation.

Sincerely,

N A M E