

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		
Agency		
Address Line		
City, State Zip Code		

Re: Respond to a False Accusation from a Government Agency

Dear :

I am writing to respond to the false accusation made toward me by {Name of Government Agency}. {Name of Government Agency} stated that I {state accusations and date}. However, I did nothing of the kind. The alleged accusations made against me are incorrect. I did not do such, because {state reasons}. I have included {documents/evidence} verifying my innocence. I am asking that the accusations be cleared and removed from my records.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E