SAMPLE DISAGREEMENT LETTER

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**Introduction**

Disagreement letters are written when a person does not agree or come to terms with the other person’s decision. The matter should be communicated to the person in a polite manner and writing a letter is one of the best ways as the person can express freely through words and phrases.

**Sample Disagreement Letter Tips**

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

- As a disagreement is expressed, the tone of the letter should be polite.
- The words and phrases should be carefully chosen.
- The letter should be short, simple and precise.
Sample Disagreement Letter

To

The Manager,

Infotech India Ltd.,

Bangalore

Dear Sir,

I want to inform you that I disagree with your decision to lay off team members from my department to conserve costs incurred to the company.

My team members have been working very hard and I have accomplished several projects with their help and support. It will be unethical to disregard their services which benefitted the company. I request you to kindly rethink your decision. We can mutually discuss and find out ways to improve the efficiency of the team which will be beneficial to the company.

Please give me fifteen days time so that I will present you the facts and figures associated with the retention of these employees.

I have respect and trust your decision. I hope it will be a mutually beneficial solution.

Thanking you,

Yours Sincerely,

Rajeev Malhotra
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),

This letter is to inform you that I am not satisfied with your decision to ………………………(give details). I along with my team members have invested lot of time and effort in this ………………..(mention name). I sincerely request you to reconsider the issue as I have to give a satisfactory explanation to my team members as well.

Our company …………………(give name) has the reputation of delivering projects to the clients within the stipulated time. We never compromise on the quality of our services and always stick to the hectic schedule.

My team members underwent special training for accomplishing the project and it will be a waste of time and effort if this project is not counted and stopped abruptly.
Please reconsider the matter and I am ready to discuss the issue with the higher officials as well. I have lot of expectations from the management and hope that you will take a right decision.

Thanking you,

Yours Sincerely,

________ (Your name)
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