SAMPLE DISAGREEMENT LETTER

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**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 of ...............days 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)
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