

Disagreement Letter to a False Accusation

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I am writing to you regarding the notification letter that I received yesterday. The notification says that I am being frequently absent from school and skip classes too. It was shocking to read such a letter on my name because the reality says otherwise. I have not been absent a single day since the last 3 months. You can check the attendance record to confirm. As far as the skipping classes issue is concerned, I would humbly want to inform you that I also do not skip any classes and my students can better stand witness for me in this case. I am uncertain who has provided you with these false details. Since it was my due right to speak for myself, I have written to you and I reject all that what the notification letter included. Kindly look into this matter and find some solution. I suspect that either the letter is mistakenly sent or someone has intentionally tried to create this misunderstanding. Since you are the principal and I have received the letter from you, I want you to give me an opportunity to clarify my position. For this, I shall be meeting you at your office on Monday. I hope you will give me some time from your busy schedule. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-