# SAMPLE LETTER OF RESPONSE

**[Insert date]**

**[Name of person the letter is written to] [Their title]**

**[Organisation] [Address]**

Dear **[Insert name (best to use formal title i.e. Dear Ms Blogs)]**

**Re: [Insert title of issue]**

I am writing regarding the allegation made against me in the letter/email **[delete whichever is not relevant]** dated **[Insert date]**

In your letter/email **[delete whichever is not relevant]** you allege that I **[insert a sentence that describes what is being alleged]**

**[Insert a paragraph which provides details of what you recall regarding the issue] [Insert further paragraphs as required]**

Yours sincerely

**[Insert your full name in bold font]**

**[Insert your title**