

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to Forgery Allegations

I am writing to formally address the allegations of forgery that have been brought against me. I take these accusations very seriously and wish to provide my account of the events in question.

[Explain your side of the story clearly and concisely. Include important details such as dates, names, and any relevant context that supports your position.]

Furthermore, I would like to request any evidence or documentation that supports these allegations, as it is crucial for me to fully understand the circumstances and respond appropriately.

I am committed to resolving this matter and am open to discussing it further. Please let me know a suitable time for us to meet or converse over the phone.

Thank you for your attention to this serious issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]