To: DSM

Name

Location

UTS No.

Date

Dear

I have received your letter dated in which you allege that there is an unsatisfactory balance/performance item on my ticket sellers’ daily account for the traffic day.

There is no supporting evidence in your letter to substantiate the allegation of an unsatisfactory item on my account and I have no way of knowing whether this item has been correctly identified or how it may or may not have occurred.

Yours,