I, ____________________________________________ , upon reviewing the document(s) authored by ____________________________________________ and dated ____________________________ in the ____________________________ folder, hereby challenge the □ content

□ accuracy of the document(s). Specify the content challenged: ____________________________________________

_________________________________________________________________________________________

The reason for my challenge is: ____________________________________________

__________________________________________________________________________________________

(Use back if additional space is required.)

I am therefore requesting that the following action be taken:

□ The entire document be destroyed.

□ The document be returned to the originator.

□ The specific portion in question be removed from my folder.

□ The challenge be permanently affixed to the document.

The following be substituted for the challenged portion: ____________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

I understand that the author of the document described above may be provided an opportunity to review the document and indicate his position relative to my request. Should the author choose to respond, I understand I will be provided access to his/her reply.

Signed: ____________________________________________ Dated: ____________________________