

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name or Department]
[Agency or Organization Name]
[Address]
[City, State, Zip Code]

RE: Rebuttal and Clarification of Public Comments regarding [Project Name/Reference Number]

Dear [Recipient Name],

I am writing to formally respond to specific public comments submitted on [Date] by [Name of Original Commenter] regarding the aforementioned project. We appreciate the public engagement process; however, we believe that certain statements made require factual correction and further clarification to ensure an accurate record.

Point 1: [Briefly summarize the specific claim being addressed]

The comment suggested that [Summary of claim]. This statement is inaccurate because [Provide factual rebuttal/evidence]. Specifically, [Reference supporting document, study, or data].

Point 2: [Briefly summarize the second claim being addressed]

Regarding the concern about [Summary of claim], we wish to clarify that [Provide clarification]. Our proposed plan includes [Details of mitigation or specific actions] which directly addresses this issue by [Explain how].

Point 3: [Briefly summarize any further claims]

[Provide rebuttal or clarification as needed].

In conclusion, while we value the feedback provided by the community, it is essential that the decision-making process is based on verified facts and the complete scope of our proposal. We remain committed to [Project Goal] and are available to provide further documentation if necessary.

Thank you for your time and for including this rebuttal in the official public record.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]