**APPEAL LETTER**

July. 25, 20XX

Arnold Jobhaver

Administrative Assistant

123 Fake St. ajobhaver@email.com

Dear Sir,

First, you can clearly state what decision you're appealing to and why.

Next, you may detail your relevant experience with the company, including any specific metrics that may support your argument.

You can also include examples of situations in which you demonstrated leadership or took initiative to further show your commitment to the role or company.

You may conclude your letter of appeal by politely requesting the recipient to reconsider their decision.

This is also an opportunity to include your most effective closing arguments to help convince the recipient.

Sincerely,

Signature