Appeal Letter Format

**Your Contact Information**
Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email Address

Date

**Employer Contact Information**
Name
Title
Company
Address
City, State Zip Code

[**Salutation**](https://www.thebalancecareers.com/letter-salutations-and-greetings-2059709)
Dear Mr./Ms. Last Name,

**First Paragraph**
Introduce yourself and explain that you are writing an appeal letter. State the decision or situation you are appealing.

**Paragraph 2**
State your side of the story. Were facts overlooked? If so, provide those facts. State whether you have attached any relevant documents.

**Paragraph 3**
State the outcome that you want (Do you want your employer to overturn a decision? Do you want something to be added to a decision?). Also state when you need an answer by if there is a deadline.

**Final Paragraph**
Conclude with a courteous “thank you” for the person’s time. Include necessary contact information so they can follow up with you. If you are going to follow up, state how you will do so, and when.

[**Complimentary Close**](https://www.thebalancecareers.com/formal-letter-closing-examples-2062307)
Respectfully yours,

**Signature**

Handwritten Signature (for a hard copy letter)

Typed Signature