**LETTER TEMPLATE  
APPEAL LETTER**

[Date]

[Recipient's name]

[Recipient's title]

Dear [Recipient's name],

I am writing to appeal [decision] on [date of action]. I was informed that [reason for action].I am appealing this decision because I feel that [reason for appealing]. [Two or three sentences providing supporting evidence for your appeal].

I am asking that you reconsider this decision. I believe that [preferred outcome] is a fairer decision, for the reasons noted above. Thank you for reviewing my appeal.

Sincerely,

[Your name]