[Your Name Here]

[Mailing Address (Street or P.O. Box)]
[City], [State] [Zip Code]

[Recipient Name]
[Recipient Title]
[Company Name]
[Mailing Address]
[City], [State] [Zip Code]

[Date]

[Mr./Ms.] [Last Name]:

[**Explain the situation**, ideally in one paragraph. If necessary to adequately explain the situation, you can use up to two short paragraphs.]

[**Explain why it is unjust**, ideally in a single paragraph or in one or two short paragraphs of just a few lines each.]

[**Request a specific action** by clearly stating the outcome you would like to see happen as a result of your appeal.]

Thank you for your assistance with this matter. You may reach me at [insert phone number] [insert email address]. I look forward to your prompt response. [Add other information as needed, such as a request to meet in person or a timeframe after which you will follow up.]

Regards,

[Signature]

[Your Name Here]

Enclosures [number] (use this only if there are attachments; delete otherwise)