

# Appeal Letter

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Date]

[Name of Person in Charge of Appeal Process]  
[Title]  
[Organization Name]  
[Address]  
[City, State ZIP Code]

Dear [Name of Person in Charge of Appeal Process],

I am writing to appeal the decision made regarding my [insert reason for appeal here] that was denied on [insert date of denial]. I received the notification via [insert method of notification, such as email or letter], and I was disappointed to hear that my request was not approved.

The reason for my appeal is that the information used to deny my request was based on an incomplete understanding of my situation. I would like to provide more information and clarify some aspects that may have been misunderstood.

[In this paragraph, explain the situation and provide additional information that was not included in the initial request. Be concise and to the point. Try to explain the reasons for the decision, and why it should be reconsidered.]

I understand that [insert the organization's name here] has certain guidelines and procedures in place, and I appreciate the work that your team does to ensure that these guidelines are followed. However, I believe that my situation warrants an exception, and I respectfully request that you reconsider your decision.

[In this paragraph, make a clear request for reconsideration. Explain why you believe your request deserves further review, and what you hope to achieve by having the decision reversed. Use specific language and be clear and direct in your request.]

# Sample Letter For Retention Appeal

**Babu Joseph**



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