

Appeal Letter

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board's Name]

[Board's Address]

[City, State, Zip Code]

Dear [Board Member's Name],

I am writing to formally appeal the decision made by the board on [Date of Decision] regarding [brief description of the decision]. I believe that this decision was made based on [briefly state the grounds for the appeal, such as oversight, misunderstanding of the facts, etc.].

It is my belief that [provide a clear and concise explanation of your reasoning and any supporting evidence].

Therefore, I kindly request that the board reconsider its decision. I am happy to provide any additional information or documentation that may assist in this process.

Thank you for your time and consideration. I look forward to your prompt response regarding my appeal.

Sincerely,

[Your Name]