

Service Performance Feedback Appeal

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally appeal the feedback I received regarding my performance in the [specific service or project] as communicated on [date of feedback]. I appreciate the time taken to evaluate my work; however, I believe there are certain aspects that merit reconsideration.

Firstly, [provide a brief explanation or context for the appeal, addressing any specific points from the feedback that you disagree with].

Additionally, [mention any evidence or examples that support your argument].

In conclusion, I kindly request a meeting at your earliest convenience to discuss this matter further. I am eager to enhance my performance and contribute positively to our team and organization.

Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]