

Delivery Feedback Assessment Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the delivery feedback assessment I received on [insert date of assessment]. The feedback indicated [briefly state the feedback received], which I believe does not accurately reflect the delivery experience.

Upon reviewing the circumstances surrounding the delivery, I would like to provide the following points for your consideration:

- [Point 1: Explain the first reason for the appeal]
- [Point 2: Explain the second reason for the appeal]
- [Point 3: Explain the third reason for the appeal]

Based on the reasons outlined above, I respectfully request a review of my assessment. I believe this review will show that the feedback given does not accurately capture the situation.

Thank you for taking the time to consider my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]