

Reference Appeal Letter

Date: [Insert Date]

Dear [Team Member's Name],

I hope this message finds you well. I am reaching out to request your assistance with a reference appeal I am currently preparing.

As you know, I have been [briefly explain your role or project]. Unfortunately, I received feedback that I believe does not fully represent my contributions and skills. I would greatly appreciate it if you could share your perspective on my work. Your insights would be invaluable in crafting a more accurate picture of my contributions.

If you agree, I would be happy to provide you with any specific details or context that would assist you in your response. Thank you very much for considering my request, and I truly value your support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]