

Formal Appeal Letter for Job Reference

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for a reference regarding my application for the [Job Title] position with [Department/Agency Name], which I applied for on [Application Date].

Due to [briefly state the reason for your appeal, e.g., misunderstanding, oversight], I believe that a reference from your office could provide essential support to my application. My skills and experiences, including [mention relevant skills or experiences], align well with the requirements for the role.

I respectfully request that you reconsider providing a reference for my application. I am eager to contribute to [Department/Agency Name] and believe that my qualifications would be an asset.

Thank you for considering my appeal. I appreciate your time and support, and I look forward to hearing from you soon.

Sincerely,

[Your Name]