

# Professional Reference Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department Name]

[Government Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my professional references for the [Position Title] position within [Government Agency Name]. It has come to my attention that the references provided may not have adequately conveyed my skills and qualifications for this role.

I have a deep commitment to public service and believe my experience in [specific area] aligns perfectly with the goals of your team. I respectfully request the opportunity to provide additional references who can better articulate my contributions and work ethic during my previous roles, specifically in relation to [mention relevant experience or project].

Thank you for considering my appeal. I appreciate your time and understanding, and I look forward to the possibility of further discussing my application.

Sincerely,

[Your Name]