

Research Reference Letter Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to appeal the decision regarding my reference letter for [specific research program, grant, scholarship, etc.]. I believe that the assessment provided does not fully represent my qualifications and contributions to [specific project or research area].

As a reminder, my work involved [briefly describe your role, contributions, or results], which I feel are significant achievements in my academic career. I respectfully request reconsideration of my application based on the following points:

- [Point 1 - Brief explanation]
- [Point 2 - Brief explanation]
- [Point 3 - Brief explanation]

I have attached additional documentation that supports my experiences and contributions for your review. I appreciate your time and consideration in this matter and look forward to your response.

Thank you for your attention to this appeal.

Sincerely,

[Your Name]