

# Letter of Appeal

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## **[Recipient's Name]**

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

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Dear [Recipient's Name],

I am writing to formally appeal the termination notice dated [Termination Date] regarding our subcontract agreement for [Project Name/Description]. While I understand the concerns regarding unmet deadlines, I would like to provide context and outline our commitment to rectifying the situation.

During the course of the project, we encountered [briefly explain reasons for delays, e.g., unforeseen circumstances, supply chain issues]. Despite these challenges, we have taken proactive measures to address these issues, including [mention any actions taken].

We value our partnership and the work we have accomplished together thus far. I am confident that with a revised timeline and additional support, we can fulfill our commitments and deliver the quality expected.

I kindly request the opportunity to discuss this matter further and explore potential solutions before a final decision is made. I appreciate your consideration and look forward to your reply.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]