

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

## **Subject: Appeal for Reconsideration of Complaint Outcome**

Dear [Recipient's Name],

I am writing to formally appeal the outcome of my complaint submitted on [date of original complaint]. The reference number for my complaint is [complaint reference number]. After receiving your response on [date of response], I believe that certain critical points were not adequately addressed, and I am requesting a reconsideration of the decision.

[Briefly explain the background of your complaint and the outcome that you received, highlighting any specific issues or misunderstandings you believe occurred.]

I respectfully request that you review the details provided and consider my appeal. Please find attached [any supporting documents or evidence that may strengthen your case]. I believe this additional information will provide clarity and support my claims.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]