

Letter of Appeal for Reference Specifics

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for assistance regarding the specifics of my reference request submitted on [Insert Date]. I believe that additional context surrounding my application will strengthen my position.

In particular, I am seeking clarification on [specific points or details needed]. This information is crucial for me to understand [reason or purpose for needing the specifics].

I appreciate your help and consideration of my request. I am looking forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]