

Letter of Appeal for Additional Files

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for the consideration of additional files related to [specific subject or case]. I believe that these files are essential for a comprehensive understanding and evaluation of the matter at hand.

Including the following documents would provide further clarity:

- [File Name/Description 1]
- [File Name/Description 2]
- [File Name/Description 3]

I appreciate your attention to this matter and your consideration of my request. I am confident that access to these additional files will facilitate a fair and informed decision.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]