

Letter of Appeal for Review

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Recipient's Title
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 a review of my previous performance assessment conducted by my past supervisors. I believe there may have been some misunderstandings that impacted the evaluation.

While I appreciate the feedback provided, I would like to present additional context and examples of my work that may not have been fully considered during the review process. I am committed to professional growth and have taken steps to address any areas of concern noted in my evaluation.

Your insights and guidance have always been invaluable to me, and I truly respect the perspectives of my supervisors. I kindly request a meeting or a follow-up discussion to clarify my contributions and the outcomes of my projects.

Thank you for considering my appeal. I look forward to your response and hope to resolve this matter amicably.

Sincerely,
[Your Name]