

# Appeal for Written Notices

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the written notices I have received regarding [briefly describe the issue or subject of the notices]. I believe that there are valid grounds for reconsideration based on [briefly state reasons].

I respectfully request that you review my case in light of these points. I believe that a further examination will result in a favorable outcome.

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

Sincerely,

[Your Name]