

# **Subject: Appeal for Benefits Eligibility - Contract Role Conversion**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my benefits eligibility following my recent conversion from a contract role to [Insert Position Title] within [Company Name].

Considering my tenure and contributions to the team since [Start Date of Contract], I believe my transition should qualify me for full benefits as outlined in [Reference Company Policy or Guideline]. I have consistently demonstrated [mention specific accomplishments or responsibilities], and I am committed to contributing to [Company Name]'s success.

I kindly request a review of my situation and an opportunity to discuss any documentation required to facilitate my eligibility for benefits. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]