

Notice of Intent to Appeal Contract Termination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my intent to appeal the recent decision regarding the termination of Contract Number [Insert Contract Number], dated [Insert Date of Contract]. This letter serves as my official notice of appeal as per the terms and conditions outlined in our agreement.

The basis for this appeal includes, but is not limited to, [briefly state reasons for appeal]. I believe that the termination was unwarranted and not in accordance with the stipulations set forth in our contract.

I request a review of this decision and an opportunity to discuss this matter further. Please let me know a convenient time for us to meet or to hold a discussion.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]