

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision made during the disciplinary meeting held on [Date of the Meeting]. I appreciate the opportunity to express my concerns regarding the rationale for the disciplinary action taken against me.

It is my belief that the decision does not fully consider all the relevant circumstances and facts that led to the situation. [Briefly outline any key points or evidence that you feel were overlooked or misrepresented.] As such, I respectfully request a reconsideration of the decision made.

I value my position at [Company Name] and am committed to addressing any concerns that may have arisen. I kindly ask for the chance to discuss this matter further and to provide additional information that may be helpful in the review process.

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

Sincerely,

[Your Name]