

Letter of Appeal for Explanation Regarding Disciplinary Meeting

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal and request clarification regarding the recent disciplinary meeting held on [date of meeting]. I believe that there were circumstances that may not have been fully taken into consideration and I would like to present my perspective.

During the meeting, it was indicated that [briefly state the main concern or issue discussed]. I would appreciate the opportunity to explain [specific explanation or context that supports your case].

Furthermore, I believe that [state any supporting evidence or testimony that may aid your case]. To ensure a fair evaluation of the situation, I kindly request a follow-up meeting to discuss this matter further.

Thank you for considering my appeal. I look forward to your understanding and a prompt response.

Sincerely,

[Your Name]