

Letter of Appeal

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for clarification regarding specific terms outlined in the agreement dated [Insert Agreement Date] between [Your Company/Organization Name] and [Recipient's Company/Organization Name].

Upon reviewing the provisions within the agreement, I have encountered challenges in interpreting the terms pertaining to [specific section or clause of the agreement]. In particular, [briefly describe the ambiguity or concern].

To ensure both parties have a mutual understanding and to uphold the integrity of our agreement, I kindly request your assistance in providing a clear interpretation of the aforementioned terms.

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful that we can resolve this issue amicably.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]