

Letter of Appeal for Short-Term Placement

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally appeal for a short-term placement opportunity within [Department/Team Name] at [Company/Organization Name]. I believe that my skills in [mention relevant skills/experience] make me a suitable candidate for this position.

Despite the initial decision, I would like to express my strong interest and commitment to contribute positively to your team. My background in [mention relevant background] has prepared me well for the challenges of this position.

I kindly request a reconsideration of my application. I am eager to discuss how I can be an asset to your organization during this placement.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]