

# Appeal for Academic Promotion

Date: [Insert Date]

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

[Recipient's Name]  
[Title/Position]  
[Department Name]  
[University/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my recent application for academic promotion to the position of [Desired Position].

Having served as [Your Current Position] in the [Department Name] for [Number of Years], I have consistently demonstrated my commitment to [mention your contributions, teaching, research, etc.]. My recent achievements include [list any specific accomplishments or contributions].

I believe that my contributions merit reconsideration, and I am eager to discuss this matter further. I am prepared to provide additional documentation and meet with you at your convenience.

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

Sincerely,  
[Your Name]