

# Letter of Appeal for Complaint Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for Complaint Resolution - [Reference Number]

I am writing to formally appeal the resolution of my previous complaint regarding [brief description of the complaint] filed on [date of original complaint]. I appreciate your response; however, I believe that my concerns were not thoroughly addressed.

[Explain the reasons for your appeal, providing any additional information or evidence that supports your case].

I kindly request that my case be reviewed again, and I would appreciate any further clarification regarding the resolution process. I believe it is in both our interests to resolve this matter amicably.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]