

Petition for Review Rating Reconsideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a reconsideration of the rating I received for [specific review or evaluation, e.g., "my recent project evaluation" or "performance review for the fiscal year 2023"]. My reference number is [#Reference Number].

Upon reviewing the feedback provided, I believe that there are key aspects of my work that may not have been fully considered, including [briefly outline the points or achievements you wish to highlight].

I respectfully urge you to revisit my rating and review the information provided in detail. I am happy to provide any additional documentation or discuss this matter further at your convenience.

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

Sincerely,

[Your Name]