

Appeal Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit an appeal regarding the rating outcome I received on [Insert Date of Rating Outcome]. My reference number is [Insert Reference Number].

After carefully reviewing the details of my rating, I believe that there may have been an oversight in the evaluation process. [Briefly explain your reason for the appeal, including any relevant examples or evidence].

Given this context, I kindly request a reassessment of my submission. I am confident that a thorough review will reflect my true performance and align with the standards set forth by [Company/Organization Name].

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

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]