

Appeal Against Disciplinary Action Decision

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the disciplinary action decision dated [Date of Decision], regarding [brief description of the issue]. I believe that this decision was made based on incomplete information and does not accurately reflect my actions or intentions.

[Briefly outline your version of events and any supporting evidence that you have].

I kindly request that you reconsider the decision in light of this information. I am confident that a thorough review will demonstrate my commitment to [Company/Organization Name] and my desire to rectify any misunderstandings.

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

Sincerely,

[Your Name]