

# Request for Review of Disciplinary Actions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of the disciplinary actions taken against me on [date of disciplinary action]. I believe that the circumstances surrounding the decision warrant further consideration and I would appreciate the opportunity to present my case.

Specifically, I would like to discuss [briefly outline the reasons for your request - e.g., lack of evidence, misunderstanding of circumstances, etc.]. I believe that a review of my case will reveal [state any supporting points, such as prior performance, contributions, etc.].

I am committed to maintaining a positive and productive relationship with [Company/Organization Name] and hope to resolve this matter amicably.

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

Sincerely,

[Your Name]