

Letter of Appeal for Contract Reassessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the recent decision regarding the reassessment of my contract (Contract Number: [Insert Contract Number]). I believe that there are factors that warrant further review and transparency in the decision-making process.

Specifically, I would like to address the following points:

- [Point 1: Describe the issue or concern]
- [Point 2: Describe another issue or concern]
- [Point 3: Describe another issue or concern]

I kindly request a detailed explanation of the criteria used for the reassessment and any relevant documentation that supports the decision.

Thank you for your attention to this matter. I look forward to your prompt response and a fair reassessment of my contract.

Sincerely,

[Your Name]