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APPEAL LETTER

Date:

1. Introduced by :
2. Address :
3. Email ID / Contact No. :
4. Subject :

To whom it my concern:

I am writing to you in regards to (issue).....

The grounds on which I wish to appeal are that

- a.....
- b.....
- c.....

Therefore, I am requesting for your reassessment. Thanks for your time and attention in this important matter.

Sincerely,

(Name)