What to Include in an Appeal Letter

In an appeal letter, you state the situation or event, explain why you think it was wrong or unjust, and state what you hope the new outcome will be.

Your appeal letter is your chance to share your side of the situation.

The goal of an appeal letter is to have a decision reconsidered, and hopefully overturned. If your letter is courteous and clear, this is possible.

Tips for Writing an Appeal Letter

Here are some tips on how to write an effective appeal letter. Also read below for a template for an appeal letter and a sample appeal letter.

**Check Company Policy.**Before you write your letter, check company policy for information on how grievances and employee issues are handled.1﻿

**Know Where to Send Your Letter.**Think carefully about whom to send your letter to. If you are trying to [appeal a wrongful termination](https://www.thebalancecareers.com/what-is-wrongful-termination-2061658), for example, send the letter directly to your employer. You don’t want your letter to have to pass through a number of hands—this will only delay a resolution to your issue.

**Use Business Letter Format.**It is an official letter, so be sure to use proper [business letter format](https://www.thebalancecareers.com/how-to-format-a-business-letter-2062540). If you send your appeal via email, the format is slightly different.2﻿

**Use a Polite Tone.**Try to avoid any anger or judgment in your writing. While you might be very upset about the issue, you don’t want to convey this feeling in your letter. Be confident and persuasive, but not aggressive. Consider asking a friend to read through the letter to make sure the tone is appropriate.

**Admit Any Mistakes.**If you did something wrong, acknowledge it. State specifically what you did wrong, and what you have learned from that experience.

**State What You Would Like to Happen.**In your letter, explicitly state what you hope will happen. Do you want the reader to reverse a decision he or she made? Do you want your employer to review a particular issue before making a decision? Be clear about what you want.

**Stick to the Facts.**Include any facts that help support your case. If there are policies that have been overlooked, state those policies. If you have documents that will help your case, include them. Avoid emotional pleas, and stick to actualities.

**Keep it Brief.**Keep your letter short. Focus on the facts, stating what the situation is, why you think it is wrong, and what next steps you request.

**Carefully Edit Your Letter.**Because this is a professional letter, thoroughly proofread your letter before submitting it.

**Follow Up. ​**If you do not hear anything back in a week or so, follow up with the letter recipient with an email or second letter. If time is of the essence, follow up sooner.

Appeal Letter Format

**Your Contact Information**  
Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email Address

Date

**Employer Contact Information**  
Name  
Title  
Company  
Address  
City, State Zip Code

[**Salutation**](https://www.thebalancecareers.com/letter-salutations-and-greetings-2059709)  
Dear Mr./Ms. Last Name,

**First Paragraph**  
Introduce yourself, and explain that you are writing an appeal letter. State the particular decision or situation you are appealing.

**Paragraph 2**  
State your side of the story. Were facts overlooked? If so, provide those facts. State whether or not you have attached any relevant documents.

**Paragraph 3**  
State the outcome that you want (Do you want your employer to overturn a decision? Do you want something to be added to a decision?). Also state when you need an answer by, if there is a deadline.

**Final Paragraph**  
Conclude with a courteous “thank you” for the person’s time. Include necessary contact information so they can follow up with you. If you are going to follow up, state how you will do so, and when.

[**Complimentary Close**](https://www.thebalancecareers.com/formal-letter-closing-examples-2062307)  
Respectfully yours,

**Signature**

Handwritten Signature*(for a hard copy letter)*

Typed Signature