

FORMAL APPEAL LETTER

Sender's Name: _____ Phone: _____

Sender's Address: _____

Recipient's Name: _____ Position/Title: _____

Recipient's Organization: _____

Subject:

Appeal Regarding [Insert Matter or Reference Number]

Dear [Recipient's Name],

I am writing this letter to formally appeal the decision made regarding [describe the matter or decision in brief]. After careful consideration, I believe that the decision may have been made without full consideration of all relevant facts and circumstances.

Grounds for Appeal:

The grounds for this appeal include, but are not limited to, the following points:

1. [State first ground with detailed explanation]
2. [State second ground with detailed explanation]
3. [State any additional grounds as necessary]

Supporting Evidence:

Attached to this appeal are copies of all relevant documents, records, and other evidence that support the grounds presented above. These documents should be considered as part of the review process.

Requested Outcome:

I respectfully request a thorough reconsideration of the decision and an opportunity to discuss this matter further. The desired outcome of this appeal is [state the specific remedy or adjustment sought].

Legal Basis for Appeal:

This appeal is submitted in accordance with applicable Canadian laws and regulations governing administrative decisions and appeals. It is understood that the review process will conform to principles of fairness, natural justice, and procedural compliance.

Thank you for your attention to this appeal. I look forward to your prompt and favorable response. Should you require

as a ~~SENDER'S SIGNATURE~~ ~~SENDER'S SIGNATURE~~ documentation, please do not hesitate to contact me.

Signature: _____

Date: _____

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