

Denial Appeal Letter Template

Date: _____

To: _____

Title/Department: _____

Address: _____

Subject: _____

Dear _____,

I am writing to appeal the recent denial of _____ (describe what was denied, e.g., your claim, application, etc.) that I received on _____.

I respectfully request that you reconsider your decision based on the following information and supporting documentation:

- _____
- _____
- _____

I believe that the denial may have resulted from _____. Enclosed/Attached are documents that provide additional context, including _____.

Please review my appeal and the supporting documents. I look forward to a positive resolution to this matter. Thank you for your attention to this appeal.

Sincerely,

