

# 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,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_