TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Appeal Letters

Dear Mr. Smith,

My name is Jane Murphy. I have been an employee with ABC Company for over 10 years. Recently, I was moved, without warning, from the Customer Service Department to the Billing Department. This came as a shock to me. My cubicle is lined with awards and accolades for my ability to provide outstanding customer support. Copies of those certificates have been attached. Not only is this where I excel, it’s where I’m happiest. Without doubt, that is a major reason for my professional success.

Moving me to the Billing Department is doing your company a major disservice. My strength in the Customer Service Department sets your company up to shine and receive favorable customer reviews. I’ve also attached a copy of the wave of positive reviews your company has received as a result of my efforts. Finally, my experience in billing is limited to customer refunds. I’ve never been formally trained, nor do I wish to be.

It is my sincere desire that you will allow me to return to my position as Customer Service Representative.

Thank you for your attention. You may reach me at 222-555-5555.I look forward to your speedy response.

Respectfully yours,

**[Signature]**

Jane Murphy