TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Appeal Letters

Dear Ms. Lee,

I hope you are doing well. I am writing to appeal your decision not to grant my annual pay raise, which we discussed last Tuesday at our annual review meeting.

As you stated in our meeting, you believed I had been late to work too many times this year to warrant a pay raise. According to my records which I received from Human Resources, I have not been late more than two times this year. I have attached the Human Resources document marking my status.

Considering these facts, I request that you reconsider your decision about my pay raise.

I greatly appreciate you taking the time to read this and the attached document. I am happy to meet with you any time to discuss this further.

Respectfully,

**[Signature]**

Franklin Rodriguez