Date:  
  
Sender's Name  
Introducer's Name (optional)  
Address  
Contact Number  
Email id  
  
To  
Addressee's Name  
Address

**Re:** Appeal Letter for \_(mention nature of appeal)\_

Dear Sir/Madam,  
**First Paragraph**  
This paragraph gives a brief introduction of the appeal to the reader.  
**Second Paragraph**  
This paragraph gives a significant description of the appeal. One may also include the reasons why such an appeal had to be made.  
**Third Paragraph**  
This paragraph describes the way in which the acceptance of appeal can help the writer. It may include points which prove that the writer is eligible for acceptance of the appeal.  
  
Thanking you!  
  
Sincerely,  
-s/d  
Sender's Name