

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my lunch allowance for [specific period, e.g., the past quarter/year].

[Explain the reason for your appeal, including any relevant details about your circumstances, how they pertain to the lunch allowance, and any supporting evidence you may have.]

Given the considerations mentioned, I kindly request a review of my situation and the possibility of reinstating or increasing my lunch allowance. I believe this adjustment would more accurately reflect my needs and align with the company's commitment to supporting its employees.

Thank you for taking the time to consider my appeal. I appreciate your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]