

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally appeal for reconsideration of my recent leave request dated [original leave request date], which was unfortunately denied on [date of denial].

I sincerely believe that my circumstances warrant a review, as [briefly explain reason for leave and any relevant supporting details]. I have always prioritized my responsibilities and ensured that my work is managed effectively.

Additionally, I have arranged for [mention any preparations made to cover duties during absence] to ensure that there is no disruption to the team's workflow during my leave.

I kindly ask you to reconsider my request and would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]