

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

[Recipient's Name]  
[Title/Position]  
[WKCC Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal Regarding WKCC Decision (Case Number: [Your Case Number])

I hope this letter finds you well. I am writing to formally appeal the decision made by the WKCC on [date of decision] regarding [brief description of the decision].

[In this paragraph, provide a clear and concise explanation of the context behind the decision and your reasons for appealing it. Include any relevant facts or evidence that support your appeal.]

[In this paragraph, explain any additional points, circumstances, or considerations that may not have been fully addressed in the original decision.]

I kindly request that you reconsider the decision based on the points raised above. I believe that a review of my case will lead to a more favorable resolution.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]