

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Appeal of XDS Report Findings

Dear [Recipient Name],

I am writing to formally appeal the findings reported in my XDS report dated [insert date of report]. I believe that there are inaccuracies in the report that do not reflect my true history.

[Briefly explain the reasons for your appeal. For example, mention any errors in the report, incorrect information, lack of context, or any relevant supporting details.]

Given the impact of this report on my [employment opportunities, financial situation, etc.], I kindly request a thorough review of my case. I have enclosed [mention any supporting documents, if applicable] for your reference.

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]