

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

Xtra Co Nz

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name or Customer Service Team],

Subject: Appeal for Review of [Specific Decision or Issue]

I hope this letter finds you well. I am writing to formally appeal the decision made regarding [specific decision or issue] related to my account (Account Number: [Your Account Number]) on [date of decision]. I believe that there may have been a misunderstanding concerning [briefly explain the situation]. I would like to provide additional information for your consideration: [list any relevant details, evidence, or context].

Given the circumstances, I kindly request that you re-evaluate my case. I am confident that a review will lead to a favorable outcome.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]