

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

[Recipient's Name]
[Labour Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Appeal Regarding [Brief Description of the Issue]

Dear [Recipient's Name],

I am writing to formally appeal the decision made by the [Labour Department Name] regarding [specific issue or case number]. I believe that the decision [describe the decision briefly] was incorrect due to [reason for appeal].

[Provide a detailed explanation of your situation, including relevant facts, dates, and any evidence that supports your claim.]

I kindly request that you review the circumstances surrounding my case and reconsider the decision made. I am confident that a thorough review will demonstrate that [summarize your argument].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]