**Acknowledgement of Appeal Letter Sample**

ATTN:

Name Surname

Address

City ZIP

Country

[date Month Year]

Dear [Add Name]

Acknowledging Receipt of Appeal

I acknowledge receipt of your written appeal, received on <date>, against the <specify outcome appealing against> issued as a result of a [procedure/Call] held on <date>.

The [Name of the Institution] will consider your appeal at its next Board meeting. The Executive Secretary of Council will inform you of the final decision within 30 working days after the Council meeting or the date the letter was received, whichever is later. Council’s decision will be final and there are no further options for recourse.

If you have any queries in the meantime please contact <name> on <number>.

Yours sincerely,  
Name Surname

Position

[SIGNATURE]