

Preliminary disciplinary appeal letter template

Subject: Preliminary Appeal Regarding Disciplinary Action

Dear [Recipient Name],

Following the recent disciplinary notice on [date], I am submitting this preliminary appeal to provide my side of the situation regarding [issue]. I would like to request a formal review before the final decision is enforced.

Please let me know the next steps and whether a meeting can be scheduled to discuss this matter further.

Thank you for your consideration.

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/disciplinary-appeal-letter>