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<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Recipient's Name>>  
<<Company / Employer's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

Re: << >> appeal

Thank you for your flexible working pattern. I wish to apply for flexible working I wish to apply for flexible working pattern.

<<Date>>. Under my legal right to request a flexible working pattern, I am writing to request a decision to reject my request for a flexible working pattern.

My appeal is based on the following grounds:  
<<Give details of the grounds for your appeal>>

I look forward to hearing from you regarding my appeal. I am aware that a meeting must be arranged within 14 days of the receipt of my appeal.

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Yours sincerely

<<Name & Title>>

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