

# Letter to Reconsider A Rejected Job Offer

## Sample 1

Jessica Howard

209 West Harrison Street

Broken Bow, NM 89330

(873) 224-8779

howardjessica@email.com

September 23, 2022

Mr. Ron Lundgren

Allied Aircraft

99865 South Sheridan Road

Broken Bow, NM 89339

Dear Mr. Lundgren,

Thank you for taking the time to read my request. I interviewed with you for the open General Accountant position on September 21, 2022. I am writing because I made an oversight in the application process that I would like to rectify.

In addition to my degree in Accounting and my five years of experience as a Staff Accountant with Addington Aircraft Repair, I have seven years volunteer experience as a bookkeeper with Helping Humanity here in Broken Bow. I have enclosed a letter of recommendation from my supervisor at Helping Humanity, Mr. Fred Jacobson.

When I interviewed, I mistakenly neglected to mention my volunteer work in accounting, thus misrepresenting my experience level. I respectfully appeal to you to reconsider my application based on this letter and the enclosed letter of recommendation. I would be happy to discuss this

matter with you. I am available Monday through Friday, 7:00 a.m. to 8:00 p.m.

Thank you very much for your consideration of my appeal.

Sincerely,

Jessica Howard

Enclosure

## Sample 2

{your name}  
{your address}  
{your phone number}  
{your email address}

{date}

{recipient name}  
{recipient company}  
{company address}

Dear {recipient},

Thank you for taking the time to read my request. {Here outline the circumstance or decision you are appealing and the date of the circumstance or decision. If a decision was made by someone other than the letter's recipient, include the decision-maker's name and job title.}

{Here outline why you believe the decision was unfairly or inappropriately made or the circumstance you wish to change. Include facts and enclose documentation to back up these facts.}

{Discuss what went wrong here}. I respectfully appeal to you to reconsider your decision based on this letter and the enclosed documents. I would be happy to discuss this matter with you. I am available {dates and times}.

Thank you very much for your consideration of my request.

Sincerely,  
{your signature}  
{your name}  
Enclosures

### **Sample 3**

{your name}

{your address}

{your phone number}

{your email address}

{date}

{recipient name}

{recipient company}

{company address}

Dear {recipient},

Thank you for taking the time to read my request. {Here outline the circumstance or decision you are appealing and the date of the circumstance or decision. If a decision was made by someone other than the letter's recipient, include the decision-maker's name and job title.}

{Here outline why you believe the decision was unfairly or inappropriately made or the circumstance you wish to change. Include facts and enclose documentation to back up these facts.}

{Discuss what went wrong here}. I respectfully appeal to you to reconsider your decision based on this letter and the enclosed documents. I would be happy to discuss this matter with you. I am available {dates and times}.

Thank you very much for your consideration of my request.

Sincerely,

{your signature}

{your name}

Enclosures

**Source:** <https://www.docformats.com/>