ATTN:

[name]  
[Position – e.g. Deputy Head/Deputy Minister/President]  
[department]  
[email]

[date]

Dear [Name]:

I, [name], am requesting an appeal of my current job evaluation under Article 36 of the Collective Agreement.

With this appeal, I am also requesting an up-to-date copy of the Job Description for my position as well as its current evaluation and the rationale supporting the point rating assigned.

Sincerely,

[Name and position title]