

RESPONSE TO APPEAL FORM

Name:	Preferred Email: Preferred Phone:
Date of event being appealed:	Date you received notice of appeal, (if different):
Provide a summary of your response to the appeal with facts that support your position:	
As appropriate and/or necessary, please address any perceived factual inaccuracies in the appeal form. Leave blank if there are none:	
Please provide a list of any documents that support your position that you have included with this appeal response:	
File a copy of this form with the VP of Operations no later than ten (10) business days following your notice of appeal. If you disagree with the determination of the Review Officer, you may file your own Formal Appeal Form for review.	
Appeal Response Filed With:	Date