**LETTER REQUESTING ATTENDANCE AT APPEAL HEARING**

Dear [NAME]

**Appeal hearing**

I refer to your [letter / email] dated [DATE] and request your attendance at a hearing to be held in [PLACE] on [DATE] at [TIME].

The purpose of the hearing is to consider your grounds of appeal.

The appeal hearing will be conducted by me and I may be accompanied by a note taker.

If there are any documents you wish to be considered at the appeal hearing, please provide copies as soon as possible. If you do not have relevant documents that you wish to refer to, please provide details so that they can be obtained.

You are entitled to be accompanied at the hearing by another employee or a trade union representative. If you wish to bring a companion, please inform me of their name as soon as possible.

Failure to attend the appeal hearing without previous explanation or attempt to rearrange the hearing could result in a decision being made in your absence.

If you have any specific needs at the hearing as a result of a disability, or if you have any other questions, please contact me immediately.

Yours sincerely,

[NAME]