**Appendix 17: Acknowledgement of Receipt of an Appeal**

***[For issue within three school days of the Appeal Date]***

*Logo of School Name of School*

*<insert date>*

*<Insert Addressee>*

*<Insert correspondence address>*

**RE: Acknowledgment of receipt of appeal**

Dear *<insert Name>,*

I wish to confirm that ***<insert name of school>*** is in receipt of your appeal with respect to the post of Assistant Principal I/Assistant Principal II/Programme Co-ordinator in ***<insert name of school>*.** This appeal was received on ***<insert date>.***

Yours sincerely,

**Secretary, Board of Management <ANYWHERE> Community/Comprehensive School**