

HOW TO WRITE AN APPEAL

The appeal must be postmarked within 60 days of the date on the award or denial letter from FEMA.

Your FEMA Registration #
FEMA Disaster Code

Name
Current Mailing Address
Phone #
XXXX-XXXX-X
DR-XXXX-STATE

Dear FEMA,

On MM/DD/YYYY, I received a letter stating [describe the letter with which you disagree]. I am appealing your decision because [include detailed justification on why you believe you are eligible or should receive more funds]. I have attached the following supporting documentation [ensure you provide documentation supporting your appeal such as receipts, verifiable contractor estimates, or other supporting documentation].

Signature

3 Ways To Submit Your Appeal

Online DisasterAssistance.gov (Upload to your account)

By Fax 800-827-8112 (Attention FEMA)

By Mail FEMA National Processing Service Center
P.O. Box 10055, Hyattsville, MD 20782-7055



FEMA