***Today’s Date***, 2023

FEMA Appeals Officer

National Processing Service Center

P.O. Box 10055

Hyattsville, MD. 20782-8055

*(Via Fax: 1-800-827-8112)*

Re: ***[YOUR NAME]***

 ***[YOUR MAILING ADDRESS]***

FEMA Application No.: ***[YOUR REGISTRATION NUMBER]***

Disaster No.:DR-4715-GUAM

Pre- Disaster Address: ***[PHYSICAL ADDRESS OF THE DAMAGED HOME]***

Last 4 SSN: XXX-XX-***\_ \_ \_ \_***

To Whom It May Concern:

I am writing this letter requesting FEMA to reconsider ***its denial of my application for assistance and/or the amount of assistance awarded.***

***If FEMA denied you a specific type of assistance (e.g. housing repair assistance), you can appeal the denial of the specific type of assistance.***

***You have 60 calendar days from the date of any FEMA decision to appeal that decision. FEMA must then respond within 90 calendar days of your appeal. You can submit your appeal via mail or fax. MLSC recommends submission via fax. If you do not have a fax machine, you can bring your FEMA appeal documents to one of the FEMA Disaster Recovery Centers and they can fax it for you.***

***Describe your situation as much as possible in your FEMA appeal letter – and make sure to list all documents you are attaching. If you don’t have a supporting document yet, but you plan to submit it soon, explain this in your appeal letter.***

***On every single page of your appeal, include your name, your FEMA registration number, the Disaster Number (DR-4715-GUAM for Typhoon Mawar), and the last four digits of your Social Security Number. We suggest putting your entire appeal in a word doc, inserting scans or photos of all supporting documents as images and keeping these four things in the header of the document (as is done with this letter template).***

***FEMA’s policies and rules can be found in what’s called the Individual Assistance Program Policy Guide (IAPPG), which is available online at*** [***https://www.fema.gov/sites/default/files/documents/fema\_iappg-1.1.pdf***](https://www.fema.gov/sites/default/files/documents/fema_iappg-1.1.pdf) ***. The most important chapter is chapter 3, which talks about the Individuals and Households Program (IHP), which is what you have applied for assistance through. There are many types of assistance in the IHP program, and not all of them have been approved for Guam. Specifically, most of the direct assistance programs have not been approved. This means that you should focus on the parts of the IAPPG that talk about cash assistance, as that is what you are appealing. If you use the IAPPG to justify your appeal, you should also include a copy of the relevant part of the IAPPG as part of your appeal package.***

The attachments to this appeal letter are as follows:

1. ***List each attached document***
2. ***If FEMA explicitly says that your application was denied because a certain document is missing, make sure you include that document.***
3. ***Common examples of documents include photos of the damage, contractors’ estimates, proof of ownership, proof of occupancy, proof of citizenship, receipts for repairs you made***
4. ***If any of your attachments are letters or self declarations, they should also include the declaration under penalty of perjury that is in the box at the bottom of this letter template. This means that you are certifying that everything in your appeal is true and correct to the best of your knowledge. Perjury is a criminal offense that carries a punishment of a hefty fine and potential prison time. This means that lying to FEMA is a crime and could get you fined or sent to prison.***
5. ***Everything in bold and italics in this template should be filled in with your correct information.***

Based on the foregoing information and the attachments hereto, I request that you please reconsider your determination that FEMA assistance is not available to me. I need assistance because of the damage caused to my home and belongings by Typhoon Mawar*.*

If you have any questions or need additional information, please contact me at ***CONTACT NUMBER – we suggest providing a phone number and an alternate number.***

I reserve the right to supplement this appeal. If you deny this appeal for any reason, please provide the statute, regulation, code, and/or policy on which you base your denial. The information provided in this appeal is uncontroverted. Thank you for consideration of this matter. If you have any questions or need additional information, please do not hesitate to contact me at the phone number provided above.

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| I hereby declare under penalty of perjury that the foregoing is true and correct. This is submitted pursuant to 28 U.S.C. §1746.Sincerely, |
| ***FULL NAME*** | Signature: Date:  |