

# Tips on How to Write a FEMA Appeal Letter



FEMA

If you have questions after receiving your FEMA decision letter, you have the right to ask FEMA to take another look at your application. An appeal letter allows you to ask FEMA for a second look at your application and may result in a different decision.

## State Your Reason for Appeal

Explain why you think the decision you received is **not correct**.

For example, if you were missing documentation in your initial application, explain that reasoning in your appeal.

## What to Include in Appeal Letter

- Your **full name, date** and **address**.
- Your **FEMA disaster identification registration number** (found at the top of your decision letter) and the **federal disaster declaration number** (for Hurricane Ida the number is DR-4611-LA).
- You must **sign and date letter**.
- Include **photocopies** of any necessary **documentation**.

## How to submit your appeal

Send to: FEMA - Appeals Officer  
By Mail: National Processing Service Center  
P.O. Box 10055  
Hyattsville, MD 20782-7055  
By Fax: 800-827-8112 (include cover letter)

Upload into your Disaster Assistance Account - if you need assistance please call the FEMA Helpline at 800-621-3362.

Applicant Name  
Registration Number  
Disaster Number  
Street Address  
City, State, Zip  
Phone Number

Dear FEMA,

On [ insert date ], I received a letter from you stating that I am ineligible for assistance because [ insert reasoning here ]. I would like to appeal your decision because [ insert reasoning here ].

Enclosed please find [ insert list of your supporting documents here ] which support the damage to my home and personal property located at [ insert address ].

Please review the enclosed information and reconsider your decision.

Thank you,

[ Applicant Name & Date ]



If your FEMA status cannot be cleared up by phone, then a written appeal should be postmarked to FEMA within 60 days of the date on the FEMA decision letter. In the event it takes longer than 60 days, please include why your appeal is late.