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## FEMA Appeal Letter Template Instructions

These templates are for individuals seeking Disaster Assistance from the Federal Emergency Management Agency (FEMA). Many applicants are not approved right away and may need to appeal several times to get the assistance they need to recover. Keep in mind that FEMA assistance is limited and typically available for only about 18 months after a disaster.

These templates can be filled out by applicants who need to appeal a FEMA decision or request additional assistance from FEMA. They can be completed by the applicant themselves, or with the help of a Disaster Case Manager or other service provider. These templates were developed using program and eligibility information from FEMA's *Individual Assistance Program and Policy Guide, Version 1.1 Amended, July 2025* (IAPPG)<sup>1</sup>.

*Disclaimer: This template has been created for a general audience and does not constitute legal advice. You should consult with a qualified attorney for advice regarding your specific circumstances.*

### INSTRUCTIONS

1. Download the letter and open with a program like Microsoft Word or Google Drive. You may need to switch from “Viewing” to “Editing” mode.
2. Fill out **all** the identifying information in the header at the top of the page.
3. **Sections of the template that are highlighted in yellow are options for you to select or blanks for you to fill in.** When asked to describe something, be brief, clear, and use simple language.
4. Once complete, remove or undo all template formatting [*change italicized words to normal font and delete brackets*].
5. Read your completed appeal letter carefully. Make sure all the information is true to the best of your knowledge, and that the letter makes sense to a reader. This is your appeal; you can change the entire letter as appropriate if you need to provide additional information.
6. Attach relevant documents to this letter, which may include:

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<sup>1</sup>[https://www.fema.gov/sites/default/files/documents/fema\\_iappg-1.1\\_amended\\_july2025.pdf](https://www.fema.gov/sites/default/files/documents/fema_iappg-1.1_amended_july2025.pdf)

- a) [FEMA Privacy Data Cover Sheet](#). This should be included with any documents that you upload or send to FEMA as the first page or cover sheet.
- b) **Insurance documents**, including your insurance policy, declarations, settlement letters, and denial letters.
- c) **Proof of disaster-related expenses:** Bills, receipts, or estimates for expenses that are a part of your disaster recovery or are replacing losses from the disaster. These should have contact information for the business or a provider of the item or service on the document. See more guidance on the respective template.

7. Submit your appeal letter to:

- a) **Online:** Visit [DisasterAssistance.gov](https://DisasterAssistance.gov) and log into your account. Upload all supporting documents using the Correspondence “Upload Center.”
- b) **In Person:** Take your appeal documents to a Disaster Recovery Center (DRC) or Survivor Support Location (SSL), open for a limited time after a disaster.

DRC Locator: <https://egateway.fema.gov/ESF6/DRCLocator>

- c) **By Mail:** Mail your appeal documents to:

FEMA - Individuals & Households Program National Processing  
Service Center

P.O. Box 10055

Hyattsville, MD 20782-8055

- d) **By Fax:** Fax your appeal documents to:

(800) 827-8112

Attention: FEMA - Individuals & Households Program