**Section 320.710 Contents of Request for Review**

A request for review must be in writing and state the reasons the party disagrees with the Department’s decision. The request must be prominently marked “REQUEST FOR REVIEW” on both the letter and the envelope. A copy of the decision sought to be reviewed must be included with the request. The request for review must set forth the reasons why the party believes the Department misconstrued the evidence or misapplied the law to the facts and any newly discovered evidence the party could not have discovered prior to the Department’s decision.