

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Immigration Office/Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Appeal of Immigration Decision - Case No. [Your Case Number]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally appeal the decision issued on [date of decision] regarding my immigration case (Case No. [your case number]). I wish to provide additional information and clarify certain aspects of my application that may have been overlooked.

[Paragraph 1: Briefly state the reason for your appeal and summarize the decision you are appealing against.]

[Paragraph 2: Explain any new evidence or information that supports your case. Attach relevant documents as evidence.]

[Paragraph 3: Address any points of contention or misunderstanding from the initial decision.]

[Paragraph 4: Reiterate your reasons for seeking immigration and express your commitment to complying with all regulations.]

I kindly request that you reconsider my application based on the provided information. Thank you for your attention to my appeal. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]