

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

[Recipient Name]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Appeal for BGT Decision

Dear [Recipient Name],

I am writing to formally appeal the decision regarding my BGT application, reference number [Application Number], dated [Date of Decision].

[Briefly state the reason for the appeal and outline the key points in your case.]

I have included additional documentation and evidence to support my appeal, including [list any enclosed documents or evidence].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]