

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

[Recipient's Name]  
[Department or Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for BQ Application - [Your Application Number]

I hope this letter finds you well. I am writing to formally appeal the decision regarding my BQ application submitted on [submission date]. The application was denied on [denial date], and I believe that there may have been a misunderstanding or oversight that led to this outcome.

[Provide a brief explanation of the reasons for the initial application and any relevant qualifications or experiences that support your appeal.]

I kindly request that you reconsider my application in light of the additional information provided below:

1. [Detail specific points or evidence that address the reasons for denial and reinforce your qualifications.]
2. [Include any new information or documentation that supports your appeal.]

I am hopeful that this appeal will provide clarity and lead to a favorable reconsideration of my application. Thank you for your time and attention to this matter. I look forward to your response.

Sincerely,

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