

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Certification Review Board]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear Certification Review Board,

Subject: Appeal for BQ Certification Decision

I hope this letter finds you well. I am writing to formally appeal the decision regarding my BQ certification application submitted on [insert submission date]. My application was denied on [insert denial date], and I would like to respectfully present my case for reconsideration.

I believe that the decision was made based on [briefly explain any specific reasons for denial mentioned in the notification]. However, I would like to provide additional information that supports my qualifications for the BQ certification.

1. ****Additional Evidence/Qualifications****:

- [Detail any relevant experience, additional certifications, or skills that bolster your application.]

2. ****Clarification of Circumstances****:

- [Explain any misunderstandings or extenuating circumstances that may have influenced the decision.]

3. ****Impact of Certification****:

- [Describe how obtaining this certification is important to your career goals and your contributions to the field/organization.]

I appreciate the time and effort the Review Board invests in evaluating applications, and I am grateful for the opportunity to appeal. I am confident that upon reviewing the additional information provided, you will see that I meet the necessary criteria for the BQ certification. Thank you for your consideration. I look forward to your favorable response and am eager to resolve this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Certification Application ID or Reference Number]