

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for CFA Exam Eligibility

I hope this letter finds you well. I am writing to formally appeal the decision regarding my eligibility to sit for the CFA Exam scheduled for [Exam Date]. My candidate ID is [Your Candidate ID].

I understand that the eligibility criteria are strict and essential for maintaining the integrity of the CFA program. However, I believe there are extenuating circumstances that warrant reconsideration of my application.

[Clearly state your reasons for the appeal, including any relevant details about your qualifications, work experience, and specific circumstances that may have impacted your eligibility.]

I have attached supporting documents, including [list the documents you are including, such as transcripts, letters from employers, etc.], which I hope will clarify my situation and demonstrate my commitment to pursuing the CFA charter.

I am truly passionate about finance and am dedicated to achieving my goal of becoming a CFA charterholder. I appreciate your time and consideration of my appeal, and I hope for a favorable resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Candidate ID]