

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for CGI Application [Application ID or Reference Number]

I hope this letter finds you well. I am writing to formally appeal the decision regarding my CGI application submitted on [Submission Date]. My application was [briefly describe the outcome, e.g., denied, returned], and I respectfully request a reconsideration based on the following grounds:

1. \*\*[Ground of Appeal 1]\*\*

[Provide a brief explanation supporting this ground. Include any relevant data, documents, or references.]

2. \*\*[Ground of Appeal 2]\*\*

[Provide a brief explanation supporting this ground. Include any relevant data, documents, or references.]

3. \*\*[Ground of Appeal 3]\*\*

[Provide a brief explanation supporting this ground. Include any relevant data, documents, or references.]

I believe that my application meets the necessary criteria and merits further review. I have attached [list any supporting documents] to support my appeal.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

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