

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal of CJC Application Decision

I hope this message finds you well. I am writing to formally appeal the decision regarding my application for [specific program or opportunity] submitted on [submission date]. My application was unfortunately not approved, and I would like to respectfully request a reconsideration.

In my initial application, I outlined [briefly summarize key points or qualifications that support your application]. However, I believe there may have been misunderstandings or insufficient context related to [specific aspects of your application or the decision].

I have taken the following steps to address any concerns and further demonstrate my qualifications:

1. [List any new information, achievements, or clarifications you want to include]
2. [Additional points, evidence, or qualifications]

I truly believe that my background and dedication to [relevant field or cause] align well with the goals of [organization or program]. I am eager for the opportunity to contribute positively and grow through this experience.

Thank you for considering my appeal. I appreciate your time and understanding and look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]