

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name or "Admissions Committee"],

Subject: Appeal for [DQ Application/Decision]

I hope this letter finds you well. I am writing to formally appeal the decision regarding my [specific application or decision, e.g., "DQ Application"] submitted on [submission date].

I would like to respectfully request a reconsideration based on [briefly state the reason for the appeal, e.g., new information, personal circumstances, etc.].

[Provide specific details to support your appeal, including any relevant experiences, achievements, or circumstances that may have affected your application.]

I appreciate your time and consideration in reviewing my appeal. I am hopeful for a positive outcome and am looking forward to the possibility of contributing to [Company/Organization Name] as a committed [student/participant].

Thank you for your understanding.

Sincerely,

[Your Name]