

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

[Recipient's Name]
[Recipient's Title]
[Financial Conduct Authority]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal Against [Decision/Action] - [Your Reference Number]

I am writing to formally appeal the decision made by the Financial Conduct Authority (FCA) regarding [briefly state the decision or action you are appealing]. My reference number for this matter is [insert reference number].

[Explain, in detail, the reasons for your appeal. Include any pertinent facts, evidence, or details that support your case. Be clear and concise.]

I believe that [state your reasons for believing the decision was incorrect or unfair]. [If applicable, add any additional supporting information or evidence.]

I kindly request that you review my appeal and reconsider the decision made in this case. I am looking forward to your prompt response to this appeal.

Thank you for your attention to this matter. Please do not hesitate to contact me should you require any further information.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]