

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

[Date]
[Recipient Name]
[Title]
[Department/Organization Name]
[Address]

[City, State, Zip Code]
Subject: Appeal for FTA Application Denial

Dear [Recipient Name],

I am writing to formally appeal the denial of my application for the [specific name of FTA program] submitted on [submission date]. My application was denied on [denial date], and I would like to provide additional information and clarification regarding my eligibility and the merits of my application.

[Briefly explain the reason for the denial as stated in the notice.]

I believe that there has been a misunderstanding regarding [specific points related to your application]. I would like to outline the key aspects of my application that demonstrate [your qualifications, eligibility, and the rationale for approval].

1. [Point 1: Provide supporting details or evidence]
2. [Point 2: Provide supporting details or evidence]
3. [Point 3: Provide supporting details or evidence]

I am confident that the information provided will assist in reevaluating my application. I kindly request a reconsideration of my case, as I believe I meet the eligibility requirements and can contribute positively to [mention the goals of the FTA program].

Thank you for your attention to this matter. I look forward to your response and hope for a favorable reconsideration.

Sincerely,

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