

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

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

Dear [Recipient's Name],

Subject: Appeal for [specific issue or decision]

I am writing to formally appeal the decision made on [date of decision] regarding [brief description of the issue].

[Provide a detailed explanation of your reason for the appeal, including any relevant facts, circumstances, or documentation that supports your case. Be concise but thorough.]

I kindly request that you reconsider the decision in light of the information provided. [If applicable, mention any potential resolution or outcome you are seeking.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]