

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

[Recipient's Name]
[Recipient's Title]
[GJSC Office Name]
[Office Address]

[City, State, Zip Code]
Subject: Appeal Regarding [Specific Issue]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the decision made on [Date of Decision] regarding [Briefly describe the issue or decision].

[In this paragraph, provide a detailed account of the situation, including relevant dates, actions taken, and the original decision made. Be clear and concise.]

I believe that [explain why you believe the decision is incorrect or unfair. Include any additional evidence or information that supports your case.]

I respectfully request that my appeal be considered and that the decision be reviewed. I appreciate your time and attention to this matter.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]