

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for [Job Title/Position] Application

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for the [Job Title/Position] at [Department/Agency Name], which I submitted on [Application Date].

[Briefly explain the reason for your appeal, providing specific details related to the decision. Highlight any relevant qualifications, experiences, or circumstances that support your case.]

I believe that my [mention specific skills/experiences] make me a strong candidate for this position, and I respectfully request that you reconsider my application.

Thank you for your time and consideration. I look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]