

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

[Recipient Name]  
[Visa Office/Embassy/Consulate Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Appeal Against Visa Application Refusal - [Your Visa Application Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my visa application (Application Number: [Your Visa Application Number]) which was refused on [Date of Refusal].

I understand the reasons outlined in the refusal letter dated [Date of Refusal Letter], particularly [briefly mention the reasons for refusal]. However, I would like to present additional information and clarify certain aspects of my application that may have influenced this decision. [Provide detailed argument, and evidence, and address each point raised in the refusal letter. Include any supporting documents you are submitting with the appeal.]

I kindly request a reconsideration of my application based on the new evidence provided. I am keen to comply with all legal requirements and provide any further information required to assist in this process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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