

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

[Visa Application Office Address]  
[City, State, Zip Code]

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

Dear Sir/Madam,

I am writing to formally appeal the decision made on [date of refusal] regarding my visa application (Application No: [Your Application Number]). I appreciate the time and effort your office has taken to review my application, but I kindly request a reconsideration of my case based on the following grounds:

1. **\*\*Reason for Refusal\*\***: [Briefly state the reason for the visa refusal as mentioned in the rejection letter.]

2. **\*\*Supporting Evidence\*\***:

- [List any supporting documents you are including that address the refusal reason, e.g., financial statements, employment letters, etc.]
- [Explain how these documents provide clarity or rebut the points raised in the refusal letter.]

3. **\*\*Personal Circumstances\*\***: [Describe any personal circumstances that may strengthen your appeal, such as family ties, work commitments, etc.] I believe that my application meets the necessary criteria for visa approval and I am hopeful that this appeal will provide the additional context needed for a positive outcome.

Thank you for your attention to my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]