

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

Dear [Recipient's Name],

Subject: Appeal for HP Visa Application Decision

I am writing to formally appeal the decision regarding my HP visa application, reference number [insert reference number], which was denied on [insert date of denial].

[Insert a brief summary of the reasons provided for the denial and your argument against them. Be sure to include any supporting documents or evidence that bolsters your case.]

I respectfully request a reconsideration of my application based on the information and documentation provided. I believe that my qualifications and circumstances support my eligibility for the HP visa.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]