

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

[Recipient's Name]  
[Recipient's Position]  
[Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for [Specify Application/Decision]

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for [specific application/decision, e.g., a visa, scholarship, loan, etc.] submitted on [submission date].

[Briefly explain the circumstances surrounding the decision and your reasons for the appeal. Provide any supporting evidence if necessary.]

I appreciate your attention to this matter and kindly request a reconsideration of my application based on the information provided.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]