

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

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

Dear [Recipient's Name],

Subject: Appeal for [specific issue, e.g., "JNC Decision on Application"]

I hope this letter finds you well. I am writing to formally appeal the recent decision made by the [JNC/appropriate committee name] regarding [briefly state the issue/decision].

[Paragraph explaining the background of your situation and the decision being appealed, including any relevant dates, reference numbers, or previous communications.]

I believe that the decision may have been based on [reason for appeal, e.g., "misinterpretation of facts" or "overlooked evidence"]. To support my appeal, I have included [list any attachments or evidence you are providing, if applicable].

I respectfully request that the [JNC/committee name] review the details of my case and reconsider the decision made. I believe that a thorough review will reveal that [insert your main argument for reconsideration].

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful for a positive resolution.

Sincerely,

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