

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Subject: Appeal Against JTA Decision

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my [specific issue: e.g., scholarship, application, etc.] made on [date of decision]. My application reference number is [reference number].

I believe that the decision may have been affected by [briefly explain your reasons or any extenuating circumstances]. I would like to provide additional information that may not have been considered in the initial review, which I hope will support my case.

[Provide detailed information, evidence, and reasoning to support your appeal. Be concise yet thorough.]

I sincerely hope you will reconsider my application in light of the provided information. I am willing to provide any further documentation or clarification if needed.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]