

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

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

Subject: Judicial Review Notification

Dear [Recipient Name],

I am writing to formally notify you of our intention to seek a judicial review regarding [brief description of the decision/action being reviewed].

Details of the Decision/Action:

- Date of Decision/Action: [Date]
- Reference Number: [Reference Number, if applicable]
- Authority/Body Responsible: [Name of the Authority/Body]

Grounds for Judicial Review:

1. [Ground One: Explain the first ground for review]
2. [Ground Two: Explain the second ground for review, if applicable]
3. [Additional Grounds: Include any further grounds as necessary]

We believe the decision/action in question is [explain why you believe it was incorrect or unlawful] and we request a review of the said decision/action. This letter serves as formal notification and fulfills our obligations under [relevant legislation/act].

Please acknowledge receipt of this notification within [specify time frame, e.g., 14 days].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]