

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

[Recipient Name]  
[Recipient Title]  
[Judicial Authority/Agency Name]  
[Authority Address]  
[City, State, Zip Code]

Subject: Request for Judicial Review

Dear [Recipient Name],

I am writing to formally request a judicial review regarding [briefly state the subject or decision you are contesting, e.g., "the decision made by XYZ agency on DATE"].

1. **\*\*Background\*\***

Provide a concise overview of the background of the case, including relevant dates, decisions, and actions taken.

2. **\*\*Grounds for Judicial Review\*\***

Outline the specific grounds upon which you are seeking the review, such as:

- Illegality
- Procedural unfairness
- Inadequacy of reasons
- Any relevant statutory or common law issues

3. **\*\*Request for Remedies\*\***

Clearly state what remedies you are seeking from the court, such as the quashing of the decision or a request for reconsideration.

4. **\*\*Conclusion\*\***

Reiterate your request and express your expectation for a timely resolution of this matter.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

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