

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Institution]
[Institution's Address]
[City, State, Zip Code]

Subject: Request for Judicial Review

Dear [Recipient's Name],

I am writing to formally request a judicial review of [specific decision or action], made on [date of decision], regarding [brief description of the matter].

The reasons for this request are as follows:

1. **Legal Grounds**: The decision appears to be inconsistent with [specific laws or regulations], which state that [relevant legal provision].
2. **Procedural Irregularities**: There were significant procedural irregularities in the decision-making process, including [describe irregularities], which undermined the fairness of the proceedings.
3. **Lack of Evidence**: The conclusion reached lacks adequate evidence to support such a finding, particularly in light of [describe any contradictory evidence or lack thereof].
4. **Unreasonable Outcome**: The decision results in an unreasonable outcome, as [explain how the decision fails a reasonable standard or impacts the concerned party negatively].

I kindly request that the court reviews this matter in light of the above reasons and considers overturning or modifying the decision in question. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]