

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

[Recipient's Name]
[Title]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Judicial Review

I am writing to formally request a judicial review of [specific decision or action] made on [date of the decision], concerning [briefly describe the matter in question].

The basis for my request is as follows:

1. [Point 1: Grounds for the review, e.g., legal errors, procedural issues, etc.]
2. [Point 2: Additional relevant details or arguments supporting your request]
3. [Point 3: Indicate how the decision impacts you or the public]

I believe that the decision [briefly explain the reasons the decision is unjust or incorrect].

Enclosed are copies of [list any documents you are including, such as the original decision, relevant correspondence, etc.].

I would appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering my request.

Sincerely,

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