

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

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

Dear [Recipient Name],

RE: REQUEST FOR JUDICIAL REVIEW OF [DECISION OR ACTION]

I am writing to formally request a judicial review of the decision/action made by [Name of the Authority/Agency] on [Date of Decision/Action], regarding [brief description of the decision or action]. This request is made under [relevant law or regulation authorizing judicial review].

Background:

[Provide a brief background of the case, including relevant facts, dates, and the context leading up to the decision/action.]

Grounds for Review:

[Outline the specific grounds on which you are seeking the review, such as illegality, irrationality, procedural impropriety, etc. Provide supporting details for each ground.]

Request for Relief:

[Clearly state the relief or outcome you seek from the judicial review, such as quashing the decision, issuing specific directions, etc.]

Enclosures:

[List any documents or evidence you are including with your request, such as copies of the decision, relevant correspondence, etc.]

I appreciate your attention to this matter and look forward to your response. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Yours sincerely,

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