

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal the decision made regarding [specific decision or issue, e.g., "my child's enrollment in the gifted program"] as communicated on [date of decision]. I would like to provide the following information for your consideration:

1. [Reason/justification 1]
2. [Reason/justification 2]
3. [Reason/justification 3]

I believe that these points support my case for reconsideration and reflect [explain any relevant circumstances, attitudes, or feelings].

I appreciate your attention to this matter and kindly request a review of the decision. Thank you for considering my appeal. I am hopeful for a positive resolution.

Sincerely,  
[Your Name]