

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

Dear [Recipient's Name],

I am writing to formally appeal the recent decision regarding my application for [specific program or grant, e.g., "the LHC program"]. My application, submitted on [submission date], was unfortunately not selected for [specific outcome, e.g., funding, admission].

I would like to provide additional information that may not have been fully considered during the review process. [Briefly state your reasons for the appeal, including any relevant details or circumstances that support your case.]

I believe that my background in [briefly mention your qualifications or experience relevant to the application] uniquely positions me to contribute positively to [mention the specific program or project].

I respectfully request that you reconsider my application in light of this new information. Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]