

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

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

Dear [Recipient Name],

Subject: Appeal for [Specific Application/Request]

I hope this letter finds you well. I am writing to formally appeal the decision made regarding my application for [specific application, e.g., job position, admission, etc.] submitted on [submission date]. I appreciate the time and effort that you and your team have invested in reviewing my application.

[Paragraph 1: Briefly state the reason for your appeal and express your understanding of the original decision.]

[Paragraph 2: Provide additional information or clarification that supports your case. This may include new evidence, accomplishments, or experiences that strengthen your application.]

[Paragraph 3: Politely request a reconsideration of your application and express your enthusiasm for the opportunity.]

Thank you for considering my appeal. I look forward to your response and hope for a favorable outcome.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]