

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

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

Dear [Recipient's Name],

Subject: Appeal for [State the Purpose of the Appeal]

I am writing to formally appeal [briefly state the decision or issue you are appealing against] made on [date of decision].

[Provide a clear explanation of your case, including relevant details, reasons for the appeal, and any supporting evidence or documents].

I respectfully request that you review my appeal and reconsider the decision.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]