

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

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

Dear [Recipient's Name],

Subject: Appeal for NQ Qualifications Assessment

I am writing to formally appeal the decision regarding my NQ qualifications assessment received on [date]. My candidate number is [candidate number].

I would like to bring to your attention the following points that I believe warrant reconsideration:

1. **[Point of Concern 1]**: [Brief explanation]
2. **[Point of Concern 2]**: [Brief explanation]
3. **[Point of Concern 3]**: [Brief explanation]

I have attached relevant documents that support my appeal, including [list any attached documents: transcripts, previous assessments, etc.].

I respectfully request that my case be reviewed thoroughly and that I am provided with an updated decision. Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]