

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal of NVDA Policy Decision

I hope this letter finds you well. I am writing to formally appeal the recent decision regarding my NVDA policy [Policy Number] dated [Date of Decision].

[Briefly explain the situation and the specific decision you are appealing.]

I respectfully request a review of this decision based on the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

I believe that a reconsideration of my case will reveal [mention any supporting evidence or documentation you are including with the letter].

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

Sincerely,

[Your Name]

[Your Title, if applicable]

[Enclosures: List documents if any]