

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

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

Dear [Recipient's Name],

I am writing to formally appeal [specific issue or decision] regarding [briefly describe the situation or case]. As a resident of Oakland, I am concerned about [specific concerns or impacts related to the decision]. [Explain the background of the situation, providing necessary details and context. Include any relevant dates, locations, and personal experiences that support your appeal.]

I believe that [state your reasons for the appeal, including any evidence or documentation that supports your case]. It is important to consider [mention any potential consequences or community impact if the decision is upheld].

I kindly request that you [specific action you want the recipient to take, such as reconsidering the decision, holding a meeting, etc.]. I am hopeful that you will review my appeal and take it into consideration. Thank you for your attention to this matter. I look forward to hearing from you soon and am available for further discussion if needed.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title/Position (if applicable)]