

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

[Visa Office Address]  
[City, State, Zip Code]

Subject: Appeal of Visa Application Refusal - [Your Application Reference Number]

Dear [Visa Officer's Name or "To Whom It May Concern"],  
I am writing to formally appeal the decision made regarding my visa application (reference number: [Your Application Reference Number]), submitted on [Application Submission Date]. I received the refusal letter dated [Date of Refusal Letter], which I would like to address.

[State the reasons for the visa refusal as stated in the letter and provide a clear, concise rebuttal for each point. Include any supporting documentation that substantiates your claims.]

I believe my application meets all necessary criteria and respectfully request that you reconsider your decision based on the additional information I have provided.

Enclosed with this letter are the following documents:

1. [Document 1 Description]
2. [Document 2 Description]
3. [Document 3 Description]

Thank you for your time and consideration. I look forward to your prompt response regarding my appeal.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Application Reference Number]