

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of my application for residency status at [Institution/Organization Name]. I believe my circumstances warrant reconsideration, and I would like to provide additional information in support of my case.

[Paragraph 1: Briefly introduce yourself and the purpose of your letter. Mention your current status and any relevant background information.]

[Paragraph 2: Detail the specific reasons for your request. Include any relevant documentation or evidence that strengthens your case. Explain how your situation meets the criteria for residency status.]

[Paragraph 3: Highlight any additional information or personal circumstances that may further support your request. Discuss your ties to the community and any contributions you have made.]

Thank you for considering my request. I am hopeful for a positive resolution and look forward to your response.

Sincerely,
[Your Name]