

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Bank or Lender's Name]
[Bank or Lender's Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for PPP Loan Decision

I am writing to formally appeal the decision regarding my Paycheck Protection Program (PPP) loan application submitted on [insert date of application]. My application number is [insert application number]. I understand that my loan request was [insert brief description of the decision, e.g., denied, reduced amount] due to [insert reason provided by lender]. However, I believe this decision may have been made in error due to [insert your explanation or reason for appeal, including supporting details or documentation].

To support my appeal, I have attached the following documents:

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

I kindly request that you review my application and the attached documents to reconsider your decision. I am dedicated to ensuring the viability of my business during this challenging time and appreciate your attention to this matter.

Thank you for your prompt response. Please feel free to contact me at [your phone number or email address] if you require any further information or clarification.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Business Name] (if applicable)
[Your Business Address] (if applicable)