

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

[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Appeal Regarding [Specify the Issue/Decision]

I hope this letter finds you well. I am writing to formally appeal the decision made on [date of the decision] regarding [describe the specific issue or decision briefly].

[Paragraph explaining the background of the situation and the reasons for your appeal. Include any relevant details or documentation that support your case.]

[Paragraph outlining why you believe the decision should be reconsidered. You may also wish to explain any repercussions this decision may have on you or others involved.]

In light of this information, I kindly request a thorough review of my case. I believe that [summarize your key arguments succinctly].

Thank you for your time and consideration. I look forward to your prompt response regarding this matter.

Sincerely,

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