

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

Dear [Recipient Name],

Subject: Appeal for Research Funding Decision

I hope this letter finds you well. I am writing to formally appeal the decision regarding my recent application for research funding titled "[Title of Your Research Proposal]." My application was submitted on [Submission Date] and was reviewed on [Review Date].

[Briefly explain the purpose of your research and its significance, highlighting the impact it could have in your field.]

While I appreciate the time and effort that went into evaluating my proposal, I respectfully request a reconsideration based on [state specific reasons for the appeal, such as new data, overlooked aspects of the proposal, feedback from reviewers, etc.].

[Provide supporting facts or additional evidence that strengthens your appeal. Mention any changes or improvements made to the proposal if applicable.]

I am confident that addressing these points will clarify the merit of my research and its potential contributions. I would greatly appreciate the opportunity to discuss this matter further.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]