

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

JJ Abbott

[Recipient's Address]
[City, State, Zip Code]

Dear Mr. Abbott,

I hope this letter finds you well. I am writing to formally appeal
[specific decision/issue] made on [date of decision].

[Provide a brief explanation of the situation and the reason for your
appeal. Include specific details and any relevant documentation.]

I believe that [explain why you feel the decision should be reconsidered
or overturned]. [Mention any evidence, testimonials, or facts that
support your case.]

I appreciate your attention to this matter and hope to resolve it
amicably. Please feel free to contact me at your earliest convenience to
discuss this further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]