

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

Dear [Recipient's Name],

I am writing to formally request a review of my application for the [specific program or grant name] under the TLDC initiative. I submitted my application on [submission date], and I greatly appreciate the opportunity to apply for this program.

Since submitting my application, I have reflected on my qualifications and experiences, and I believe that my background in [specific relevant experience or qualification] aligns closely with the goals of the TLDC initiative. [Briefly mention any new updates or information that may support your application.]

I kindly ask for your reconsideration of my application and hope to provide any further information or documentation that may be required.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Organization Name, if applicable]