

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

Dear [Recipient Name],

Re: Application for Judicial Review

I, [Your Name], am writing to formally submit an application for judicial review regarding [specific decision or action] made by [relevant authority or body] on [date of decision/action].

1. **\*\*Introduction\*\***

- a. Provide a brief introduction of the matter at hand.
- b. Explain your interest in the case and your standing to bring the application.

2. **\*\*Background\*\***

- a. Set out the relevant facts and events leading to the decision being challenged.
- b. Include any previous correspondence or decisions that relate to the case.

3. **\*\*Grounds for Judicial Review\*\***

- a. Identify the specific grounds upon which you are seeking judicial review, e.g., illegality, irrationality, procedural impropriety.
- b. For each ground, provide detailed arguments and legal references supporting your claim.

4. **\*\*Relief Sought\*\***

- a. Clearly state the specific relief or remedy that you are seeking from the court.
- b. Justify why this relief is appropriate in light of the grounds for review.

5. **\*\*Conclusion\*\***

- a. Summarize your key points.
- b. Express your hope for a favorable consideration of your application.

6. **\*\*Attachments\*\***

- a. List and attach any relevant documents that support your application, including a copy of the decision, correspondence, and any pertinent evidence.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[CC: Any additional persons or organizations, if relevant]