

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

Subject: Request for Judicial Review

Dear [Recipient's Name],

I am writing to formally request a judicial review concerning [briefly describe the decision or action being challenged, including any relevant references such as case numbers or dates].

The basis for my request is as follows:

1. **\*\*Grounds for Review\*\***:

- [Ground 1: Explain the legal basis for the challenge, e.g., illegality, irrationality, procedural impropriety, etc.]
- [Ground 2: Additional reasons if applicable]

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

- [Provide a brief summary of the context leading to the decision being reviewed, including any relevant facts, previous correspondence, and the impact of the decision.]

3. **\*\*Desired Outcome\*\***:

- [Clearly state what you seek from the judicial review, such as quashing the decision, remitting for reconsideration, etc.]

I believe that an examination of the circumstances surrounding this decision is essential to ensuring that [explain why the review is important, e.g., upholding the rule of law, ensuring fair treatment, etc.].

Please confirm receipt of this letter and any further steps necessary to initiate the judicial review process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]