

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Initiation of Judicial Review

I am writing to formally initiate a judicial review regarding [briefly describe the decision or action you are challenging] made on [date of decision/action] by [name of the decision-making body].

The grounds for the review include [briefly outline the reasons for the review, such as errors of law, procedural irregularities, or any relevant grounds].

I request that you provide me with all relevant documents and evidence that informed the decision in question, as well as any applicable timelines for the review process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]