

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

[Appropriate Authority's Name]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Appeal for VQA Decision

Dear [Appropriate Authority's Name],

I hope this letter finds you well. I am writing to formally appeal the recent decision made regarding my [insert specific VQA matter, e.g., application, assessment, etc.], reference number [insert reference number].

[Briefly explain the context of the decision and why you believe it is incorrect. Be clear and concise. Include any relevant facts, figures, or evidence that support your case.]

I kindly request that you review the decision in light of the additional information provided. I believe this will clarify the situation and demonstrate that my case warrants reconsideration.

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful for a favorable resolution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]