

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

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

Dear [Recipient Name],

Subject: Application for Reconsideration of [Specify the Request/Decision]

I am writing to formally appeal the decision regarding [briefly explain the decision or request being appealed]. I appreciate the time and effort put into the review of my application, but I would like to provide additional information that may support my case.

[Explain the reasons for your appeal. Include any new evidence, mitigating circumstances, or clarifications that could influence the decision.]

I believe that considering this information will provide a clearer understanding of my situation and support my request for [state what you are seeking from the appeal].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]