

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

Dear [Recipient Name],

I am writing to formally request reconsideration of my application for
[specifics about the XJail opportunity, program, or application]
submitted on [date of initial application].

[Begin with an introduction that briefly outlines your situation and why
you are seeking reconsideration. Include any relevant details that may
strengthen your case.]

[In the following paragraphs, provide clear reasons for your
reconsideration request. Share any new information, experiences, or
changes in circumstances that support your appeal.]

I appreciate your time and consideration of my request for
reconsideration. I believe that [summarize key points that support your
case].

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

Sincerely,
[Your Name]