

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

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

Subject: Appeal for [Specific Reason, e.g., "Yle Decision"]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the recent decision regarding [briefly state the decision you are appealing, e.g., "my application for Yle membership" or "the content of the announcement"].

[Paragraph 1: Explain your situation and provide context. Include any relevant information that supports your case.]

[Paragraph 2: Detail the reasons for your appeal. Include specific examples or evidence that may help your case.]

[Paragraph 3: State your desired outcome. What are you requesting?]

Thank you for taking the time to consider my appeal. I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]