

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a reconsideration of the decision regarding [specific decision, e.g., my application for a position, my appeal for a decision, etc.], dated [date of the original decision].

After reflecting on the outcome, I believe there are several factors that may not have been fully taken into consideration. [Briefly explain your reasons or provide additional information relevant to your request.]

I genuinely appreciate the time and effort involved in the decision-making process and would be grateful for the opportunity to discuss this matter further. I am committed to [your goals or related aspirations] and am hopeful that we can find a way to address the concerns raised.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]