

Sample Letter of Appeal for Reconsideration

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

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

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding [specific issue, e.g., my application for admission to XYZ University, my insurance claim #12345]. I respectfully request a reconsideration of this decision based on the following information.

[Explain the situation and the decision made. Provide clear reasons why the decision should be reconsidered, including any new evidence or context.]

I have attached [list of supporting documents] that I believe will provide further insight into my situation. I understand the decision may have been based on [initial reasoning], but I hope this additional information will help you see my case from a different perspective.

Thank you for taking the time to review my appeal. I appreciate your consideration and am hopeful for a positive resolution.

Sincerely,

[Your Name]