

Letter of Challenge

Date: [Insert Date]

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

[Recipient Name]
[Title]
[Organization Name]
[Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to formally challenge the recent decision made on [insert decision date/subject] regarding [briefly describe the decision]. I believe that this decision is unjust due to [insert reasons or evidence supporting your challenge].

According to [insert relevant laws, policies, or procedures], I request a review of this decision due to [further details or justifications]. I have attached supporting documents that substantiate my position.

I would appreciate your prompt attention to this matter and hope to resolve it amicably. Please let me know a convenient time for us to discuss this further.

Thank you for considering my challenge.

Sincerely,

[Your Name]