

Response to Decision Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for informing me about the decision regarding [specific matter, e.g., my application for X, my appeal for Y, etc.]. I appreciate the time and effort taken to review my case.

While I respect the decision made, I would like to [briefly explain your perspective, request further information, ask for reconsideration, etc.]. I believe that [provide any supporting arguments or relevant information].

I would appreciate any additional insight you can provide on this matter. Thank you once again for your consideration.

Best regards,

[Your Name]