

# Letter of Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Regulatory Body Name]

[Regulatory Body Address]

[City, State, Zip Code]

## **Subject: Appeal Against Regulatory Decision**

Dear [Recipient's Name],

I am writing to formally appeal the decision made by [Regulatory Body Name] regarding [briefly state the subject of the decision] on [date of decision]. My case reference number is [case/reference number].

Upon reviewing the decision, I believe that certain facts and circumstances may not have been adequately considered, notably [briefly outline specific points or evidence supporting your appeal].

I kindly request a re-evaluation of this decision based on [provide rationale or additional context for your appeal]. I am hopeful that a thorough review will lead to a favorable outcome.

Thank you for your attention to this matter. I appreciate your time and consideration, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]