

Appeal for Personal Rights Information

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Title
Organization's Name
Organization's Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally appeal for access to personal rights information regarding [brief description of the information you are requesting]. On [date of initial request], I submitted a request for this information but was informed that it could not be provided due to [reason given for the denial].

I believe that I am entitled to access this information under [cite relevant law or regulation], as it directly pertains to my personal rights. Consequently, I am formally appealing this decision and kindly request a reevaluation of my case.

Please let me know if you require any additional information from my side to facilitate this request. I appreciate your prompt attention to this matter.

Thank you for considering my appeal. I look forward to your timely response.

Sincerely,

Your Name