

Media Legacy Documentation Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for documentation related to the media legacy of [Specify Media/Project Name]. As a [Your Position/Title] at [Your Organization/Institution], I believe that preserving the historical significance of this media is crucial for [State Reason for Significance].

Despite the initial denial, I kindly request reconsideration based on [Briefly State Reasons for the Appeal]. I believe that access to the requested documentation will provide valuable insights and foster a better understanding of [Specify Context].

Please find attached any relevant documents to support my appeal. I am more than willing to discuss this matter further and provide additional information if needed.

Thank you for your attention to this important matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization/Institution]