

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

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

Dear [Recipient Name],

I am writing to formally appeal for consideration regarding my participation in the upcoming certification exam for [specific certification] which is scheduled for [exam date]. I understand that my initial application was [brief explanation of the situation].

Given my dedication to [relevant experience or qualifications], I believe I have the necessary skills and knowledge required to take the exam. I respectfully request that you reconsider my eligibility based on [specific reasons/justifications].

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

Sincerely,
Your Name