

Appeal for Certification Exam Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally appeal the decision regarding my registration for the [Name of Certification Exam] scheduled on [Exam Date]. I was informed on [Date of Notification] that my application was not accepted due to [reason for denial].

Upon reviewing the requirements and my submitted materials, I believe that my application was in compliance with all necessary guidelines. [Briefly explain any relevant details that support your appeal, such as documents submitted or any mitigating circumstances].

I kindly request a reevaluation of my application. Being able to take this certification exam is crucial for my career development and goals. I appreciate your time and consideration in reviewing my appeal.

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

Yours sincerely,

[Your Name]