

# Letter of Appeal

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

## **Subject: Appeal for Denied Social Event License**

Dear [Recipient's Name],

I am writing to formally appeal the denial of my application for a social event license submitted on [insert application date] for the event scheduled on [insert event date]. The event, titled "[insert event title]," was intended to be held at [insert location].

I understand and respect the reasons provided for the denial, outlined in your letter dated [insert denial date]. However, I would like to provide additional information and address the concerns noted in your decision:

- [Address concern #1]
- [Address concern #2]
- [Address concern #3]

Furthermore, I assure you that appropriate measures have been implemented to ensure compliance with all regulations, including [insert specific actions taken]. I am committed to making this event safe and enjoyable for all attendees.

I respectfully request that you reconsider my application in light of the additional information provided. I am available for a meeting or discussion at your earliest convenience to further discuss this matter.

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

Sincerely,  
[Your Name]