

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding my application for [specific position/program name] submitted on [application date]. I was recently informed that my application was not successful, and I would like to respectfully request a reconsideration of my application.

I understand that the selection process is highly competitive, and while I respect your decision, I believe that my qualifications and experiences may not have been fully considered. [Briefly explain your relevant qualifications, experiences, or unique contributions that strengthen your case].

Enclosed with this letter are [mention any additional documents or evidence you are providing], which I hope will support my appeal for reconsideration.

Thank you for taking the time to read my appeal. I appreciate your consideration and look forward to your response.

Sincerely,
[Your Name]