

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the reconsideration of my application for [specific application, e.g., a scholarship, grant, position] submitted on [submission date]. I appreciate the time and effort put into the review process, and I understand that many factors are considered in these decisions.

Upon receiving your letter dated [date of the decision letter], I have reflected on the feedback provided, and I believe that there are additional points that merit consideration. [Briefly explain your reasons for reconsideration, citing specific examples or additional documentation if applicable].

I am genuinely passionate about [specific field or opportunity], and I am committed to contributing positively if given the chance. I would greatly appreciate your reconsideration of my application in light of the additional information I have provided.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]