

Appeal Letter for Diving Instructor Certification Reconsideration

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

[Certification Body Name]
[Address]
[City, State, Zip Code]

Dear [Certification Authority's Name or Certification Committee],

I am writing to formally appeal the decision regarding my diving instructor certification application, which was recently denied on [date of denial]. I appreciate the time and effort taken to review my application and understand the reasons behind the decision.

However, I believe there may have been some misunderstandings regarding my qualifications and experience. I have completed [briefly mention relevant courses, training, and experience that support your case], which I believe satisfy the requirements set forth by your organization.

I have attached documentation that further outlines my qualifications and experience, including [list any enclosed documents such as certifications, training records, reference letters, etc.].

I kindly request that you reconsider my application for certification based on this additional information. I am passionate about the diving community and am eager to contribute to it as a certified instructor.

Thank you for your time and consideration. I look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]