

Letter of Appeal

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my language proficiency certification. My name is [Your Name], and I submitted my application for the [Specific Language Certification] on [Application Date].

After receiving the results, I was disappointed to learn that my application was not approved. I believe there may have been a misunderstanding or an error in the evaluation process. [Briefly explain your reasons for the appeal, such as strong academic background, language experience, or relevant qualifications].

I respectfully request a reconsideration of my application, as I am confident in my language skills and prepared to provide any further evidence necessary to support my appeal. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]