

# Letter of Appeal for Access to Official Documents

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding my request for access to official documents submitted on [Date of Original Request]. The specific documents I am requesting are [describe the documents briefly].

As per [relevant law or regulation], I believe that access to these documents is warranted due to [briefly explain reasons for appeal, such as public interest, relevance, etc.].

I understand the need for certain protocols and confidentiality, but I believe that [provide a rationale]. I kindly ask you to reconsider my request and grant access to the requested documents.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]