

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

Consulate General
Embassy Name
Embassy Address
City, State, Zip Code

Dear Consulate General,

I am writing to formally appeal for a pre-visa assessment regarding my recent application for a visa to [destination country]. I submitted my application on [application date] and received notification regarding the status of my application on [notification date].

After reviewing the information provided, I believe that my application was overlooked due to [mention any specific issues or misunderstandings]. I have attached additional documents that support my case and clarify any discrepancies.

I kindly request that you reconsider my application for a pre-visa assessment, as my intention is to [state your purpose, e.g., travel for business, study, visit family]. I am committed to fulfilling all requirements and obligations pertaining to my visa.

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

Sincerely,
[Your Name]