

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my application for registration as a vendor at [Local Market Name]. My application was submitted on [submission date] and I received notification of its rejection on [date of rejection].

I understand that my application may have been rejected due to [reason for rejection]. However, I would like to provide additional information and clarify my qualifications that I believe address the concerns raised. [Explain your situation, qualifications, and why you should be reconsidered for approval].

I am dedicated to contributing positively to the local market community and providing quality products/services to our residents. I kindly request you to reconsider my application and allow me the opportunity to contribute to our local economy.

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

Sincerely,

[Your Name]