

Letter of Appeal for Financial Information Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the recent decision regarding the financial information submitted for [specific purpose, e.g., loan application, scholarship, etc.]. I believe there has been an error in the assessment of my financial circumstances.

Specifically, I would like to address [briefly explain the error or issue]. The following information provides further clarification:

- [Point 1: Describe the discrepancy and provide supporting details]
- [Point 2: Include any additional relevant information]

Attached are the necessary documents that support my appeal, including [list documents, e.g., tax returns, bank statements]. I kindly request a review of my case based on this updated information.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]