

Request for Reconsideration of Professional Certification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally appeal the decision regarding my application for [specific certification] dated [date of decision]. I appreciate the time and consideration that went into reviewing my application, however, I believe there are key elements that warrant reconsideration.

Firstly, [briefly explain the reason for your initial application and any relevant experience or qualifications that support your case].

Additionally, I would like to address [mention any specific concerns or discrepancies found in the decision letter]. I have attached relevant documentation to clarify and support my claims, including [list documents].

Given the circumstances, I respectfully request that you review my application and the attached documents. I am hopeful for an opportunity to discuss my case further and provide any additional information that may be required.

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

Sincerely,

[Your Name]