**Sample Letter of Appeal for Reconsideration**

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

**[Recipient's Name]  
[Title]  
[Company or Institution Name]  
[Address]  
[City, State, Zip Code]**

**Subject: Reconsideration Request - [Briefly State the Purpose]**

**Dear [Recipient's Name],**

I am reaching out to you today to request a reconsideration of the recent decision regarding [mention the specific decision or issue]. After taking the time to understand the rationale behind this decision, I still believe that my situation deserves a second look due to [briefly describe your reasons, such as new evidence, corrected information, or special circumstances].

Enclosed, you will find [list any documents or evidence you are providing, such as corrected forms, expert opinions, or other supporting documentation]. I hope these materials will help illustrate why a reconsideration is justified.

I am available for a discussion at your earliest convenience and am willing to provide any further details or documentation needed. Your understanding and reevaluation of my case would be greatly appreciated.

**Thank you for your time and consideration.**

**Best regards,**

**[Your Signature (if sending by mail)]  
[Your Name]**