
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]