TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Appeal letter

To whom it may concern,

This is the introduction of the letter. Here you should present yourself as well as the reason why you are writing the letter. Include your full name, home address, place and date of birth and passport number. After clearing up the reason for writing the letter, mention the date when you applied for the visa and why you wish to visit this country.

Go on with revealing why your visa was rejected by the embassy of this country and assert the reasons why you believe the decision was wrongful. List the reasons in simple sentences since it is better to expand them later.

Here you can go on explaining why you believe that the decision on your visa application should be reversed. Elaborate the reasons why you have come to such a conclusion. Try to argument these reasons in a convincing way. You can use references, so you prove your assertion is not wrong. Remember that your application depends on how strong the grounds are you base your appeal, and how convincing you sound.

End the appeal with the date of your planned trip to create a sense of urgency, especially if you really do not have much time left to wait. Tell them that they can contact you for any further details, adding that you have attached to the letter the supporting documents.

Sincerely,

**[signature]**

**[Your full name]**

**[Your email]**

**[Your phone number]**