To

Name [write the name of the recipient]

Address [write the official address of the recipient]

Date [write the date on which the letter is being sent]

Subject: [write a precise and well framed subject for the letter]

Dear Mr. /Mrs. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [write a proper salutation and title for the recipient]

First paragraph: [The first paragraph should be used by the sender to give a brief introduction about the appeal that you want to make through this letter]

Second paragraph: [In this paragraph the sender must elaborate the appeal request and its details. Here you can also write clarify the purpose for the appeal]

Third paragraph: [The sender must conclude his/ her letter by thanking the receiver for appeal and can also mention the contact details, in case, receiver has any query or issues]

Yours sincerely

Name [write the name of the sender]