**TEMPLATE FOR A LETTER OF RECONSIDERATION OF APPEAL**

[Employer name]  
[Employer title]  
[Employer company]  
[Employer address]

Dear **[recipient's name],**

Thank you for your response to my application for **[the position you applied for].** I understand you have decided to pass on my application because **[the reason they gave for passing on your application].** I would like to urge you to reconsider because of **[your refutation of their reason].**

I understand this is an important quality for whoever takes on this position. I would like to take this opportunity to correct a misconception about my own qualifications. **[Correction of their misconception].**I believe I would be a good fit for this position based on **[first reason you would be** **a good fit],** and **[second reason you would be a good fit].**

I believe with my qualifications and experience; I would be the best person for this position. I urge you to reconsider your decision. Thank you so much for your time.

Sincerely,

XYZ