

[Sender Name]
[Sender Title]
[Organization Name]
[Date]

[Recipient Name]
[Recipient Address]

Subject: Notice of Disapproval - [Application/Project/Request Number]

Dear [Recipient Name],

This letter is to formally notify you that your request for [Name of Project or Application], submitted on [Date], has been reviewed and disapproved.

The decision was based on the following reason(s):

- [Reason 1]
- [Reason 2]
- [Reason 3]

If you wish to appeal this decision, you must submit a written request for reconsideration by [Deadline Date]. Please include any additional documentation that addresses the reasons for disapproval listed above.

Should you have any questions regarding this notice, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Printed Name]
[Title]