

[Your Name/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Title/Technical Evaluation Committee]  
[Agency/Organization Name]  
[Address]  
[City, State, Zip Code]

**Subject: Formal Appeal of Technical Evaluation Finding - [Project/Solicitation Number]**

Dear [Recipient Name],

I am writing to formally appeal the technical evaluation findings regarding our proposal for [Project Name/Solicitation Number], as communicated to us on [Date of Notification].

After reviewing the evaluation summary provided, we believe that certain aspects of our technical submission were misinterpreted or overlooked. We respectfully request a reconsideration based on the following points:

**1. [Specific Finding/Criteria Name]**

[Briefly explain why the finding is contested. Reference the specific page or section of your original proposal that addresses this requirement.]

**2. [Specific Finding/Criteria Name]**

[Briefly explain the discrepancy between the evaluation feedback and the actual content provided in the proposal.]

We are confident that our proposal fully meets the technical requirements outlined in the solicitation. We have attached [List any supporting documents, if applicable] to further clarify these points.

We request a formal review of this appeal and look forward to your response. Should you require further information or a meeting to discuss these technical details, we are available at your convenience.

Sincerely,

[Signature]

[Printed Name]  
[Title]