

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

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

RE: Request for Reconsideration - [Property Address or Case Number]

Dear [Recipient Name],

I am writing to formally request a reconsideration of the recent [decision/assessment/denial] regarding the property located at [Property Address]. This request is based on the fact that all previously identified property repairs and maintenance issues have now been fully completed.

On [Date of Original Inspection/Decision], a determination was made based on the condition of the property at that time. Since then, I have taken the necessary steps to rectify all outstanding concerns. The following repairs have been finalized:

- [Description of Repair 1]
- [Description of Repair 2]
- [Description of Repair 3]

I have attached documentation to support this request, including [list attachments such as receipts, contractor invoices, or photographs of the finished work].

Given that the property is now in full compliance with [required standards/codes/policy], I kindly ask that you review this new information and update your records accordingly. I am available for a re-inspection at your earliest convenience if required.

Thank you for your time and consideration of this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]