**ADD COMPANY LETTERHEAD**

DATE: XXXXXXXX

To: The TETA Accounting Authority

Company Name : XXXXXXXXXX

Company Levy Number : XXXXXXXXXX

Dear Sir / Madam:

**RE: APPEAL AGAINST DECLINED MANDATORY GRANT APPLICATION 2025/26**

We hereby request to lodge an appeal against the decision of TETA’s Accounting Authority to decline our Mandatory Grant application as communicated in the declined letter dated: xx xx xxxx.

We have carefully reviewed the stated reason(s) for the decline and would like to provide factual clarification, supported by the following relevant documentation:

* Insert factual response and include supporting documents here – e.g. attach training minutes, attendance registers, authorisation pages, or any other supporting evidence that addresses the specific reason cited.
* Indicate any additional context that may not have been considered in the original assessment.

We acknowledge the identified shortcoming(s) and confirm that steps are being taken to remedy the situation. These include:

* (Specify remedial action, e.g. Improving internal record-keeping, ensuring timely submission of supporting documents, appointing a compliance officer, etc.)
* (Commit to compliance with TETA requirements going forward.)

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name Signature Date: XXXXXXXX

ID Number

Designation

Company Name