



Transport Education Training Authority

*Driven by Vision*

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## APPEAL LETTER

**ATTENTION: TETA**

**DATE: XX MONTH 2024**

**Company Name**                    **XXXXXXXXXX**

**Company Levy number**       **LXXXXXXXXX**

Dear SIR/Madam:

- We hereby make an appeal against the decision made by TETA board to decline our mandatory grant applications as indicated in the declined letter.
- We request an appeal of the decision as below:
  - a.        Reply to the rejection reason using facts and attaching any relevant documentation.  
            Examples, training minutes, authorization page, etc.
  - b.        Indicate how the company is intending to remedy the situation (if applicable)

In appreciation

**SDF Name**

**ID number**

Signed

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