

# Formal Challenge

Date:

To:

From

## **Subject: Formal Challenge**

Dear ,

I am writing to formally challenge . The grounds for my challenge are as follows:

- 1.
- 2.
- 3.

I respectfully request that this challenge be reviewed in accordance with the relevant procedures and policies.

Please acknowledge receipt of this challenge, and advise me of the next steps in the process.

Sincerely,