

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[College/University Name]  
[Address]  
[City, State, ZIP Code]

Dear [Admissions Committee/Specific Person's Name],  
I hope this letter finds you well. I am writing to formally appeal the decision regarding my admission to [College/University Name] for the [Fall/Spring] [Year] semester. After careful consideration, I respectfully ask for a review of my application based on the following grounds.

[In this paragraph, briefly explain the reason for your appeal. Address any pertinent circumstances, new information, or notable developments since your original application submission that may strengthen your case.]

I am truly passionate about [specific program or major] at [College/University Name] and believe that my unique skills and experiences align well with the values and mission of your institution. [Mention any specific achievements, experiences, or contributions that support your appeal and demonstrate your fit for the college.]

I appreciate the time and effort the admissions committee has already invested in reviewing my application, and I kindly ask for another opportunity to present my case. [You can also mention any additional documentation you are including with the letter or express willingness to provide further information.]

Thank you for considering my appeal. I look forward to the possibility of contributing to the esteemed community at [College/University Name].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Application ID (if applicable)]