

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Admissions Committee/Specific Name if known],  
I hope this letter finds you well. I am writing to formally appeal the decision regarding my admission to [School Name] for the [specific program/grade/year]. I appreciate the time and consideration given to my application, but I would like to provide additional context that may not have been fully represented.

[Briefly explain your situation or reasons for appealing (e.g. extenuating circumstances, additional achievements, etc.). Use specific examples to highlight your strengths and suitability for the school.]  
I am genuinely passionate about [specific program or subject] and believe that [School Name] aligns perfectly with my academic and career goals. I am convinced that my skills and experiences would not only benefit my growth but also contribute positively to the [School community/values]. I kindly request that you reconsider my application in light of this new information. I am more than willing to provide any further documentation or attend an interview to discuss my appeal in detail.  
Thank you for considering my request. I look forward to the possibility of joining the [School Name] community and contributing to its excellence.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]