

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

Dear [Admissions Officer's Name or "Admissions Committee"],

Subject: Appeal for Admission Decision

I hope this letter finds you well. My name is [Your Name], and I was recently notified of my admission decision for the [specific program/major] at [College/University Name]. While I appreciate the time and effort put into evaluating my application, I am writing to formally appeal the decision.

[Briefly explain your situation: Provide context regarding your application and the reasons you believe warrant reconsideration. This may include new achievements, mitigating circumstances that affected your application, or any additional information that highlights your qualifications.]

[Further develop your argument: Share specific examples or personal stories that reinforce your passion for the program and your commitment to your academic and career goals.]

I understand that the admissions process is highly competitive, and I would like to respectfully request a reevaluation of my application in light of this additional information. I truly believe that I would be a valuable addition to the [College/University Name] community and contribute positively to the [program/major] through my unique perspectives and skills.

Thank you for considering my appeal. I appreciate the opportunity to present my case, and I hope to discuss my application further.

Sincerely,

[Your Name]

[Your Application ID or Student ID if applicable]