

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office Name]  
[School Name]  
[School 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 [School Name] for the [Academic Year/Grade]. I appreciate the time and effort that was put into evaluating my application, and I understand that there are limited spots available for admission.

I would like to provide additional context that I believe is important for your consideration. [Briefly describe any new information, achievements, or extenuating circumstances that could strengthen your appeal. Be specific and concise.]

I am genuinely passionate about attending [School Name] because [Explain why you are particularly interested in this school, mentioning specific programs, values, or aspects that resonate with you]. I believe that my [mention any relevant skills, experiences, or attributes] would make me a valuable addition to your student body.

Thank you for considering my appeal. I am hopeful for the opportunity to contribute to and grow within the community at [School Name]. I look forward to your response and appreciate your time.

Sincerely,

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