

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

Dear [Admission Committee/Specific Name if known],  
I am writing to formally appeal the decision regarding my application for admission to the Higher Secondary Certificate (HSC) program at [School Name]. I appreciate the time and effort the committee has dedicated to reviewing my application, and I would like to provide some additional information that I believe may positively influence your decision.

[Briefly explain your situation or any extenuating circumstances that affected your application. Mention any recent achievements or improvements in your academic performance or other relevant experience.]

I am very passionate about pursuing my studies at [School Name], as I believe it offers the best environment for my academic and personal growth. [Mention any specific programs or opportunities at the school that attract you.]

I respectfully request that you reconsider my application in light of the information provided. I am committed to making the most of this opportunity and contributing positively to the school community.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]