

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

Dear [Admissions Committee/Specific Person's Name],
Subject: Appeal for Admission Decision

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application to [School Name] for the [specific program/grade level] for the academic year [year].

[Briefly explain the reason for your appeal, such as new information, personal circumstances, etc. Include any specific details that support your case.]

I genuinely believe that [School Name] is the best fit for my educational goals and aspirations, and I am committed to contributing positively to the school community.

Thank you for considering my appeal. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]