

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

[Recipient's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal my admission decision to [specific program or school] for the [academic year/semester]. I greatly appreciate the time and consideration the admissions committee has dedicated to my application.

I understand that the committee had many qualified applicants, and I respect the decision that has been made. However, I believe that my unique circumstances and qualifications warrant reconsideration.

[Briefly explain your qualifications, achievements, or any extenuating circumstances that you believe support your case for admission. Provide any new information, evidence, or context that was not included in your original application.]

I am deeply passionate about [specific field or program] and am committed to contributing positively to the [name of school/program or community]. I would be incredibly grateful for the opportunity to further discuss my application or provide any additional information that may assist in the reevaluation process.

Thank you for considering my appeal. I look forward to the possibility of joining [School's Name] and contributing to the community.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]