

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

Dear [Admissions Committee/Specific Name if known],
I hope this letter finds you well. I am writing to formally appeal the decision regarding my child, [Child's Name], who applied for admission to the kindergarten program at [School Name] for the [academic year].

We were disappointed to learn that [he/she/they] was not offered a place, and would like to provide additional context for your consideration.

[Briefly explain your reasons for the appeal--specific strengths of your child, involvement in the community, unique circumstances, etc.].

[Include any relevant documents or evidence, such as recommendations, evaluations, or personal statements, if necessary.]

We truly believe that [Child's Name] would thrive in your nurturing and enriching environment, and we respectfully request a reconsideration of [his/her/their] application.

Thank you for taking the time to review our appeal. We appreciate your dedication to providing quality education and hope to hear from you soon.

Sincerely,

[Your Name]
[Relationship to Child]