

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

[Recipient's Name]  
[Title]

[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for [Specific Application, e.g., Admission or  
Scholarship]

I hope this letter finds you well. I am writing to formally appeal the decision regarding my [admission/scholarship] application submitted on [Submission Date]. I appreciate the time and consideration given to my application and respect the admissions committee's decisions.

[Insert a paragraph explaining the reason for your appeal. Mention any new information, extenuating circumstances, or additional achievements that support your case.]

I believe that my [specific experience, grades, accomplishments, etc.] demonstrate my potential and commitment to [specific program or field]. I would be grateful for the opportunity to further discuss my application and how I can contribute positively to [Institution Name].

Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]