

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

Admissions Office  
Northern Virginia Community College  
[College Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally appeal my admissions decision for the [specific term and year] to Northern Virginia Community College. My application ID is [Your Application ID].

[In this paragraph, briefly explain the reason for your appeal. Be honest and concise, outlining any extenuating circumstances that may have affected your original application.]

I have a strong passion for [your intended field of study] and believe that NVCC is the perfect fit for my academic and career goals. [Mention any positive attributes or qualifications that were overlooked in your initial application, such as GPA, work experience, or community service.]

I kindly ask that you reconsider my application in light of the information provided. I am eager to contribute to the NVCC community and am committed to my studies.

Thank you for your time and consideration. I look forward to the possibility of attending Northern Virginia Community College and contributing to its vibrant academic community.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]