

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

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

Dear [Recipient's Name],

Subject: Appeal for PG Diploma Admission Decision

I hope this message finds you well. I am writing to formally appeal the decision regarding my application for the Postgraduate Diploma in [Program Name] for the academic year [Year]. My application ID is [Application ID].

I understand that my initial application was [briefly explain the decision - e.g., rejected, waitlisted], but I would like to present additional information and context that I believe may positively influence the review of my application.

[Provide a detailed explanation of your qualifications, experiences, or circumstances that support your appeal. Include any new information or achievements since the original application.]

I am genuinely passionate about [Program Name] and believe that my background in [Your Field] equips me with the skills necessary to contribute and succeed in the program. I am eager to embrace the academic opportunities and challenges at [Institution's Name].

Thank you for considering my appeal. I appreciate your time and look forward to the possibility of discussing this matter further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]