

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

[Recipient's Name]  
[Title]  
[College/University Name]  
[Department/Office of Admissions]  
[College Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to respectfully request reconsideration for my admission status at [College/University Name]. I was thrilled to receive my [admission/rejection] notification dated [date], but I would like to provide additional context regarding my application.

[Insert a brief paragraph about any new achievements, grades, or personal circumstances that may enhance your application. Be specific and concise.]

I have a deep admiration for [specific program or aspect of the college], and I believe that my skills and experiences align well with the values and opportunities at [College/University Name]. It has always been my top choice, and I am eager to contribute to the vibrant community on campus. Thank you for taking the time to read my request. I greatly appreciate your consideration and would be grateful for any opportunity to discuss my application further.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]