

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

Office of Undergraduate Admissions
University of California, Los Angeles
(Address)

Los Angeles, CA, (Zip Code)

Dear Admissions Committee,

I hope this letter finds you well. My name is [Your Full Name], and I was recently informed of my admission decision regarding my application for the [Fall/Spring] [Year] term. I appreciate the time and effort the committee has invested in reviewing my application. However, I would like to formally appeal the decision.

I understand that the admissions process is highly competitive and that many qualified candidates are considered. After reflecting on my application, I believe there are several significant factors that may not have been fully captured or conveyed, and I would like the opportunity to provide additional context.

[Briefly explain any extenuating circumstances, additional achievements, or recent developments that strengthen your application. Include specific details, such as improved grades, awards, involvement in extracurricular activities, or personal achievements relevant to your application.]

Additionally, I have taken the initiative to [mention any relevant actions taken since the submission of your application, such as enrolling in advanced courses, volunteer work, or internships]. I am committed to becoming a valuable member of the UCLA community and believe that I would thrive academically and personally at your esteemed institution.

Thank you for considering my appeal. I appreciate your time and hope to hear from you soon.

Sincerely,

[Your Name]

[Your UCLA Application ID (if applicable)]