

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

Office of Undergraduate Admission
University of California, Los Angeles
1147 Murphy Hall
Los Angeles, CA 90095

Dear Admissions Committee,

Subject: Appeal for Admission Decision - [Your Full Name, Application ID]

I hope this message finds you well. I am writing to formally appeal the decision regarding my application for admission to UCLA for the [Fall/Spring] [Year] semester. While I respect the committee's decision, I would like to present additional information that I believe warrants reconsideration.

[Paragraph 1: Briefly introduce your application and mention specific aspects of your background, achievements, or circumstances that may not have been fully represented in your original application.]

[Paragraph 2: Highlight any significant academic or personal achievements since your application submission. Include any updated transcripts, awards, or recognitions that may enhance your profile.]

[Paragraph 3: Explain any extenuating circumstances that may have affected your academic performance or overall application, such as personal hardships, health issues, or other factors.]

[Paragraph 4: Reiterate your strong interest in UCLA and how it aligns with your academic and career goals. Mention any specific programs, faculty, or opportunities that make UCLA a unique fit for you.]

Thank you for considering my appeal. I truly believe that I can contribute positively to the UCLA community and I hope to have the opportunity to prove myself. I appreciate your time and understanding.

Sincerely,

[Your Name]
[Your Application ID]
[Your High School Name / Current Institution]