

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

Admissions Office

[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

Subject: Appeal for Admission Decision

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for admission to [Program Name] at [University Name] for the [Fall/Spring] [Year] semester.

I would like to sincerely express my gratitude for the time and consideration that went into reviewing my application. While I respect the committee's decision, I believe that my background and experiences merit further consideration.

[Briefly explain your reasons for appealing, such as new achievements, personal circumstances, or errors in your application that you believe affected the decision].

I appreciate the opportunity to present my case and would be grateful for any reconsideration of my application. Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Application ID (if applicable)]