

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

Admissions Office  
Xuan University  
[University Address]  
[City, State, ZIP Code]

Dear Admissions Committee,

I hope this letter finds you well. My name is [Your Name], and I am writing to formally appeal the admission decision regarding my application to Xuan University for the [specific program or major] for the [specific term/year].

First, I would like to express my gratitude for considering my application. I understand the admissions process is highly competitive, and I appreciate the time and effort the committee invests in reviewing each applicant's materials.

I wish to provide additional context to my application that may not have been fully represented. [Briefly explain your circumstances, such as challenges faced, relevant achievements, or significant accomplishments that enhance your application].

Additionally, since submitting my application, I have [mention any new achievements, courses, extracurriculars, or experiences that may strengthen your case]. I believe these updates reflect my continued dedication and readiness to succeed at Xuan University.

I am truly passionate about [specific program/major], and I firmly believe that Xuan University is the ideal place for me to grow academically and personally. I respectfully request that you reconsider my application in light of this new information.

Thank you for your time and consideration. I look forward to the possibility of joining the Xuan University community and contributing to its vibrant academic environment.

Sincerely,

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