

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

Dear [Admissions Committee/Specific Person's Name],

Subject: Appeal for Admission Decision

I hope this message finds you well. I am writing to formally appeal the decision regarding my application to [School Name] for the [specific program or grade] for the academic year [year].

I received notification on [date of notification] that my application was not successful, and I would like to respectfully request a reconsideration of my application for the following reasons:

1. **[Reason 1: Briefly explain your first reason for appeal]**
2. **[Reason 2: Briefly explain your second reason for appeal, if applicable]**
3. **[Reason 3: Briefly explain your third reason for appeal, if applicable]**

I believe that my experiences, background, and passion for [specific field or program] make me a suitable candidate for [School Name]. I am eager to contribute positively to the school community and partake in its academic offerings.

Thank you for considering my appeal. I hope to have the opportunity to discuss my application further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]