

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Program/Department Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for the [specific program or position] at [Institution Name]. I sincerely appreciate the time and effort that the selection committee dedicated to reviewing my application.

After receiving the decision on [date of decision], I took the time to reflect on my application and the feedback provided. I believe my qualifications and experiences align closely with the criteria outlined for the [specific program/position], and I would like to address some points that may have been overlooked or require further clarification.

[Briefly mention specific qualifications, experiences, or achievements that support your appeal. Provide evidence and details.]

I am truly passionate about [specific area related to the program] and am eager to contribute to the [specific program or community]. I believe that my skills in [mention relevant skills or experiences] would greatly benefit [Institution Name], and I am committed to [mention your goals and aspirations related to the program].

I kindly request a reconsideration of my application and would be grateful for any opportunity to provide additional information or discuss my situation further. Thank you very much for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Application ID (if applicable)]