

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

Dear [Admissions Committee/Specific Person's Name],
I hope this message finds you well. My name is [Your Name], and I recently received my admission decision for [Specific Program/College Name] for the [Fall/Spring] [Year] term. I was disappointed to learn that I was not accepted into the program, and I would like to formally appeal this decision.

[Paragraph 1: Express appreciation for the opportunity and convey your emotions regarding the decision.]

[Paragraph 2: Explain any additional information or achievements that were not included in your original application that could positively impact your candidacy.]

[Paragraph 3: Discuss any extenuating circumstances that may have affected your application or academic performance.]

[Paragraph 4: Reiterate your passion for the program and why you believe you are a good fit. Mention any specific contributions you could make to the campus community.]

Thank you for considering my appeal. I greatly appreciate your time and hope you will reassess my application with the additional information provided. I am eager to contribute to [College Name] and am hopeful for the chance to be a part of your esteemed community.

Sincerely,

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