

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

Dear [Admissions Committee/Admissions Officer's Name],
I hope this letter finds you well. My name is [Your Name], and I am writing to respectfully appeal the admissions decision regarding my application for the [specific program or degree] for the [term/year]. Firstly, I want to express my gratitude for the opportunity to apply and for the consideration given to my application. While I was disappointed to learn of the decision, I would like to provide additional context that I believe may be pertinent to my case.

[Here, briefly explain the reasons for your appeal. This could include new accomplishments, personal circumstances, or mistakes in the application process that you wish to clarify.]

I have had a strong academic record throughout my high school career, including [specific achievements or awards], and I have consistently demonstrated my passion for [your major or interest]. Furthermore, [include any relevant new information such as improved grades, new standardized test scores, or significant extracurricular involvement since submitting your application].

I genuinely believe that [College/University Name] is the perfect environment for my academic and personal growth, and I am truly committed to contributing positively to the campus community.

Thank you for considering my appeal. I appreciate your time and understanding, and I am hopeful for the opportunity to discuss my application further.

Warm regards,

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