

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

Dear [Admissions Committee/Specific Person's Name],  
Subject: Appeal for Admission Decision

I hope this letter finds you well. I am writing to formally appeal the decision regarding my admission to [College/University Name] for the [Fall/Spring] [Year] semester. My application was [accepted/rejected] on [date of decision], and I would like to present additional information for your consideration.

[Paragraph 1: State the reason for your appeal and provide specific details about your application, including your application number, and any new information that may strengthen your case.]

[Paragraph 2: Discuss any extenuating circumstances or personal experiences that may have impacted your previous application or academic performance. Be concise and factual.]

[Paragraph 3: Reiterate your passion for attending the college/university, your commitment to your academic and professional goals, and how you believe you would contribute to the campus community.]  
Thank you for taking the time to reconsider my application. I appreciate your attention to my appeal and look forward to the possibility of joining [College/University Name].

Sincerely,  
[Your Name]  
[Your Applicant ID (if applicable)]