

Request for Reconsideration of Admission Decision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Admissions Office]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally request a reconsideration of my application for admission to [University Name] for the [specific program or semester, e.g., Fall 2023 semester]. I was disappointed to learn of my admission decision on [insert date of decision], and I would like to provide additional information that may positively impact my application.

Since submitting my application, I have [briefly explain any new achievements, grades, or relevant experiences that have occurred]. I believe these updates reflect my dedication and capability to succeed at [University Name].

Furthermore, I genuinely believe that [University Name] is the ideal place for me to pursue my academic and career goals, and I am committed to contributing positively to the campus community.

Thank you for considering my request. I appreciate your time and attention, and I would be grateful for the opportunity to discuss my application further. I look forward to your positive response.

Sincerely,

[Your Name]