

Appeal for Enrollment in Online Course

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for enrollment in the [Course Name] online course for the upcoming semester. Due to [briefly explain reason for initial denial, e.g., missed deadlines, insufficient prerequisites], I was unable to secure a place in this course during the registration period.

I am very passionate about [specific topic or subject related to the course], and I believe that this course will significantly enhance my understanding and skills in this area. I have taken [mention relevant courses or experiences] which I believe have prepared me well for the coursework involved.

I kindly ask you to reconsider my application. I am willing to provide any additional information or documentation that may assist in the deliberation of my appeal. I truly appreciate your time and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program and Year]