

Registration Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally appeal for the registration into the Extension Program for [specific program name] at [University Name]. I was disappointed to learn that my application was not accepted due to [briefly explain reason, e.g., insufficient qualifications, missed deadlines, etc.].

I believe that I possess the necessary skills and motivation to succeed in this program, evidenced by [mention any relevant experience, skills, or qualifications]. Furthermore, [provide any additional supporting information or reasons for the appeal, such as mitigating circumstances].

I kindly request reconsideration of my application for the Extension Program. I am eager to contribute positively to the university community and to further my education at [University Name]. Thank you for your attention to this matter.

Sincerely,

[Your Name]