

University Admission Appeal

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admissions Office
[University Name]
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally appeal my admission decision for [Program/Term, e.g., Fall 2023]. I appreciate the time and consideration you have given my application. However, I believe that my personal circumstances warrant a reevaluation of my case.

During the application process, I faced significant challenges, including [briefly explain personal circumstances, e.g., family issues, health problems, etc.]. These factors greatly impacted my [academic performance, standardized test scores, etc.], which I believe do not fully reflect my potential and dedication to succeed at [University Name].

Despite these hardships, I have taken steps to [mention any actions taken, like improving grades, seeking counseling, etc.]. I am confident that, if granted the opportunity, I will excel in my studies and contribute positively to the university community.

Thank you for considering my appeal. I am hopeful for the chance to discuss my situation further and demonstrate my commitment to [University Name]. I look forward to your favorable response.

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