

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

Graduate Program Coordinator
University Name
Department Name
University Address
City, State, Zip Code

Dear [Graduate Program Coordinator's Name],

I hope this message finds you well. I am writing to express my dissatisfaction with the recent decision regarding my graduate assistantship application for the [specific program or semester, e.g., Fall 2023]. As you may know, I have been eagerly pursuing this opportunity, and I believed my qualifications and experiences closely align with the requirements of the position.

Having dedicated substantial time and effort to my academic pursuits while contributing to relevant projects and research, I was disappointed to learn that my application was not selected. I would greatly appreciate the opportunity to understand the reasons behind this decision, as it would help me to identify areas where I can improve in the future.

Furthermore, if there are any steps I could take to enhance my candidacy for future assistantship opportunities, please do let me know. I remain committed to being an active and contributing member of the [Department Name] and would like to explore any possible avenues for involvement.

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

Sincerely,
[Your Name]