

Date: [Insert Date]

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

Dear Admissions Committee,

I am writing to formally appeal for acceptance into the non-degree courses offered by [Institution Name]. I have a keen interest in [specific field or subject] and believe that the courses offered will greatly enhance my knowledge and skills.

Despite my initial application being unsuccessful, I would like to highlight my passion for [specific area] and my relevant experience in [any related work, volunteering, or education]. I have [briefly detail any relevant achievements or qualifications].

Additionally, I have taken proactive steps to improve my qualifications by [mention any additional courses, training, or skills acquired]. I am dedicated to successfully completing the non-degree courses and contributing positively to the class environment.

I kindly request that you reconsider my application based on my commitment and the steps I have taken toward my educational goals. I am eager to engage with the faculty and fellow students in the vibrant academic community at [Institution Name].

Thank you for considering my appeal. I look forward to the opportunity of discussing my application further.

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