

Letter of Appeal for Course Enrollment Issue

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Admissions Office

[Institution Name]

[Institution Address]

City, State, Zip Code

Dear Admissions Committee,

I am writing to formally appeal the decision regarding my course enrollment for the upcoming semester. My name is [Your Name], and my student ID is [Your Student ID]. I had applied for [Course Name/Code], but unfortunately, my enrollment was not processed due to [briefly state the reason, e.g., missing prerequisites, application submitted late, etc.].

I recognize the importance of adhering to enrollment guidelines; however, I believe that my situation warrants reconsideration. [Explain your circumstances clearly and concisely, providing any necessary details that support your case.] I have worked diligently towards my academic goals and firmly believe that participating in [Course Name/Code] is essential for my educational progress.

I kindly request a reevaluation of my application for enrollment in this course. I am fully committed to fulfilling any requirements necessary to enroll and succeed in this class. I would greatly appreciate the opportunity to further discuss my situation and to provide any additional information you may require.

Thank you for considering my appeal. I look forward to your favorable response.

Sincerely,

[Your Name]