

# Graduate Studies Recommendation Appeal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Department/Office Name]

[University/Institution Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for reconsideration of my application for graduate studies in [specific program] at [University Name], which was submitted for the [semester/year] intake. I greatly appreciate the time and effort that you and your committee invested in reviewing my application.

After receiving the decision on my application, I have reflected on the feedback provided and the points of concern raised during the evaluation process. I would like to address these concerns in hopes of providing clarification and additional information that may aid in the reconsideration of my application.

[Provide specific details regarding the aspects of your application you want to appeal. For example, mention academic achievements, relevant experiences, or any mitigating circumstances that may have affected your performance.]

I sincerely believe that my unique background and qualifications make me a strong candidate for the [specific program]. I am very passionate about [field of study] and am eager to contribute to the academic community at [University Name].

Thank you for considering my appeal. I am hopeful for the opportunity to further discuss my application and the potential for my future contributions to [University Name]. I look forward to your response.

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]