

# Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my graduate assistantship offer for the [specific program or position] for the [term/year]. After careful consideration, I felt compelled to express my sincere interest and provide additional context that I believe may impact the decision.

[Insert a brief explanation of your qualifications, previous experiences, and any specific reasons for your appeal. Highlight any unique contributions you can make to the department or program.]

I truly believe that my skills and dedication align with the goals of [University/Department Name] and that an assistantship would greatly enhance my academic experience while allowing me to contribute positively to the team.

Thank you for considering my appeal. I appreciate your time and look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]