

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Committee]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear Members of the Admissions Committee,

I hope this message finds you well. I am writing to follow up on my appeal regarding my admission decision to the [Program Name] at [University Name]. I submitted my appeal on [Date of Appeal Submission] and wanted to check on the status of my request.

As a passionate candidate eager to contribute to the [specific field or program], I greatly appreciate the time and consideration given to my appeal. I am hopeful for an opportunity to discuss my application further and provide any additional information that may assist in the reconsideration process.

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

Sincerely,

[Your Name]