

Graduate School Admission Decision Appeal

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Committee
[Graduate School Name]
[Department Name]
[University Name]
[University Address]

Dear Members of the Admissions Committee,

I hope this message finds you well. I am writing to formally appeal the decision regarding my application for admission to the [specific program] for the [academic term, e.g., Fall 2024] semester.

Firstly, I would like to express my appreciation for the time and effort the committee dedicates to the admissions process. I understand that there are many qualified applicants, and I respect the challenging decisions that have to be made.

However, I would like to provide additional information that I believe may have been overlooked during the initial review of my application. [Briefly explain any new information or circumstances that may support your appeal, such as recent academic achievements, relevant experiences, or personal circumstances].

I am passionate about [specific field or program] and truly believe that my skills and experiences align well with the goals of your esteemed program. [You may include other relevant details about your qualifications and aspirations].

I kindly ask you to reconsider my application with this additional context in mind. Thank you for considering my appeal. I look forward to the possibility of contributing to the [program name] and [university name] community.

Sincerely,
[Your Name]