

# Request for Reconsideration of Graduate School Admission

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

Admissions Committee  
Name of Graduate School  
Address of Graduate School  
City, State, Zip Code

Dear Members of the Admissions Committee,

I hope this letter finds you well. I am writing to formally request a reconsideration of my application for admission to the [Program Name] for the [Term and Year] term. I appreciate the time and effort that the admissions committee invests in reviewing each application. Although I was disappointed to learn of my application's outcome, I believe that additional information regarding my qualifications may warrant another review.

Since submitting my application, I have [briefly explain any new accomplishments, experiences, or relevant information that strengthens your candidacy]. I believe these developments reinforce my commitment and readiness for the program.

I am highly motivated to contribute to [Program Name] at [University Name] and am eager to pursue my academic and professional goals within your esteemed institution. I genuinely believe that I would add value to your program through my [skills/expertise].

Thank you for considering my request for reconsideration. I am looking forward to the opportunity to discuss my application further. Please feel free to reach out if you require any additional information.

Sincerely,  
[Your Name]  
[Your Application ID]