

# Request for Appeal of Graduate Admissions Outcome

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request an appeal of my recent admission decision to the [Specific Program Name] at [University Name]. I appreciate the time and effort that goes into reviewing applications, and I respect the decision made regarding my admission status.

After carefully reviewing my application and the subsequent decision, I would like to present additional information that may not have been fully considered. [Briefly explain your reasons for the appeal, including any significant accomplishments, changes in circumstances, or new information that supports your case.]

Thank you for considering my request for an appeal. I genuinely believe that my qualifications align well with the values and expectations of [University Name], and I am eager to contribute to the academic community. I appreciate your time and understanding in this matter and look forward to your response.

Sincerely,

[Your Name]