

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Admissions Office]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Admissions Committee/Specific Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my application for admission to the [specific training program name] at [institution name]. I greatly appreciate the time and effort the committee invests in reviewing applications and I respect the decision that has been made. However, I would like to present additional information for your consideration.

[Explain your circumstances or reasons for appeal briefly, such as new achievements, changes in situation, or further qualifications. Specify why you believe you deserve reconsideration.]

I am genuinely passionate about pursuing this training program as it aligns perfectly with my career goals and aspirations. I believe the skills and knowledge gained from [institution name] will be invaluable in helping me make significant contributions to the field.

Thank you for considering my appeal. I hope to hear back from you soon regarding my application status. I look forward to the opportunity for further discussion.

Sincerely,

[Your Name]