

Letter of Appeal for Admission Reconsideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of Admissions
[College/University Name]
[College Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally appeal my admission decision to [College/University Name] concerning my academic performance. I appreciate the time and effort that the committee invests in reviewing each applicant's background and achievements.

Due to [brief explanation of circumstances affecting academic performance, e.g., personal issues, health problems, etc.], my academic record does not fully reflect my capabilities or potential. I believe that [specific achievements, improvements, or new information that supports your case].

Since my application, I have taken steps to improve my academic standing by [mention any relevant activities such as retaking courses, attending tutoring, etc.]. I am committed to maintaining high academic standards and contributing positively to the campus community.

I kindly ask you to reconsider my application based on this additional information. I am eager to become a part of [College/University Name] and truly believe that I can make a meaningful contribution.

Thank you for your consideration. I look forward to the possibility of discussing my appeal further.

Sincerely,

[Your Name]