

College Admission Appeal Letter

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

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

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally appeal my admission decision for the [Specific Program/College Name] for the [Fall/Spring] [Year] semester. I understand that my application was not successful; however, I believe there were errors in my application that may have impacted the decision.

Upon reviewing my application, I discovered that [describe the specific error, such as missing transcripts, incorrect test scores, etc.]. This error has had a significant effect on the overall assessment of my qualifications. I would like to provide the correct information and respectfully request you to reconsider my application based on the accurate data.

Additionally, I would like to highlight my achievements since my application. [Mention any relevant achievements such as improved grades, new extracurricular activities, or community service.] I am truly passionate about the opportunity to contribute to and grow within [College/University Name], and I believe I would be an excellent fit for the program.

I appreciate your time and consideration regarding my appeal. I look forward to the possibility of discussing my application further and am hopeful for a favorable resolution.

Thank you for your attention to this matter.

Sincerely,
Your Name