

# Sample Appeal Letter for Reconsideration of Admission Decision

A **sample appeal letter for reconsideration of admission decision** serves as a formal request written by an applicant to the admissions committee, seeking a review and possible reversal of a previously denied admission decision. This letter typically includes a clear explanation of the applicant's reasons for reconsideration, such as new information, improved qualifications, or extenuating circumstances that were not initially considered. It is carefully structured to convey sincerity, professionalism, and a compelling case for why the applicant deserves another evaluation for admission into the desired academic program.

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## Sample Letter

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear Members of the Admissions Committee,

I hope this letter finds you well. I am writing to respectfully request a reconsideration of my application for admission to [Program Name] at [University Name] for the [Term/Year] semester. I am grateful for the time and effort the committee dedicated to reviewing my application.

After receiving your decision, I sought to understand the factors that may have affected my application result. I would like to present new information and extenuating circumstances that were not reflected in my original application:

- **[New Information/Accomplishments]:** Since submitting my application, I have achieved [describe achievement, such as a higher test score, academic award, significant extracurricular involvement].
- **[Explanation of Special Circumstances]:** During the application period, I faced [briefly describe hardships, such as illness, family emergency, etc.], which temporarily impacted my academic performance. These challenges have since been resolved, and I am now in a position to fully commit to my studies.

I am profoundly passionate about [University Name] and remain confident that my academic abilities, perseverance, and commitment would enable me to contribute meaningfully to the campus community. I am eager for the opportunity to demonstrate my value as a student and as a representative of [University Name].

Thank you for considering this appeal and for your continued commitment to a thoughtful admissions process. I appreciate your time and would be grateful for any opportunity to discuss my application further.

Sincerely,  
[Your Name]