

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Appeal – Declination of College/University Admittance

Dear :

It has always been my goal to attend Name University. As long as I can remember, I have always wanted to attend Name University. Such is my dream, that I focused my academic and personal life to becoming the type of student that would excel at Name and excel in life. As you have noted by my application, I have a 4.0 grade point average in my high school's college preparation program. Name High School has the most competitive curriculum in the country. My test scores have consistently been in the top 10 percentile. However, I have not limited myself to academics. I have also enjoyed giving myself to my community. I have volunteered in various organizations since I was 13 years old. I spent the summer of my sophomore year in Chile as a Certified Nursing Assistant. I assisted , a renowned pediatrician, in treating malnourished children. I have proven to be not only a leader, but also an excellent team member. During my freshmen and sophomore year of high school, I was a member of the band, the tennis team, the chess team, and the Theater Society. During my junior year, I began the school's first newsletter and began an International Culture Club. The International Culture Club has expanded to all the schools within my county and over one-third of the schools in the state. I also initiated the program to begin recycling at my school. To date, over 28, 500 pounds of paper has been recycled, saving over 4 acres of forest.

I have chosen Name University because of its success in producing very successful individuals. I am looking for a school that will be able to challenge me mentally and offer exposure to many cultures and thoughts. Due to its prime location in the capital of this country, I feel that this school would be most beneficial to my future of helping the downcast of this country through advocacy.

However, for some reason, I have not met a qualification for admittance to Name University. I have racked my mind for the reason. I am appealing to the Admissions Council of Name University to please reconsider my application. Perhaps there has been an oversight or a mix-up regarding my application. I believe that an meeting would be a wonderful opportunity for us to meet and discuss Name University.

Please reconsider my application; I believe that you will note that I have a lot of to bring to

Name University and would make respectable alumni of the university. If you have any questions or comments, please feel free to contact me. Thank you for your time and consideration.

Sincerely,

N A M E