APPEAL LETTER EXAMPLES

Recipient Address:  
Mr. James Smith  
43 Oakwood St.  
Los Angeles, CA, 33840

Return Address:  
Tim Jones  
12 Benne court Rd.

Los Angeles, CA, 33899

Mr. James Smith  
UCLA Admissions  
Headboard Member

November 29, 20xx

Dear Mr. Smith,

My name is Tim Jones. At the beginning of the year, I applied for the undergraduate program at the University of California, Los Angeles for the Fall semester of 20xx. I recently received notice that my application for admission was rejected.

It was shocking and heartbreaking to receive the news that I had not been admitted to the UCLA class of 20xx. I have worked tirelessly since before my freshman year of high school in the hopes of becoming part of this wonderful educational community. In that time, I maintained a grade point average of 4.0, scored in the top 2% of the country on the SAT’s and received the Los Angeles Community Award for my volunteer work with homeless people in California. I have attached a record of these achievements below.

I am an ambitious and hardworking student who does whatever it takes to meet my goals and attending UCLA has been my biggest goal for the past decade.

While I understand that the 2021 admission year has seen record amounts of competitive applicants, I hope this letter will encourage you to reconsider my admittance to the undergraduate general studies program.

I appreciate your consideration and would be happy to provide any additional materials or information. Please do not hesitate to contact me at xxx-xxx-xxxx or example@gmail.com. I would be happy to hear any suggestions you have regarding this matter as well.

Thank you again.

Respectfully,

Tim Jones (Signature)

Tim Jones (Printed)