

Date

University Appeals Committee
University address

To Whom It May Concern:

This is a letter of appeal for **Name (College ID#)** regarding denied admission to University for Fall 2016.

Body of the letter:

- Reason you were given that you were denied
- New information or clarified information that impacts the decision (ex. meet requirements of TAG, medical situation, military deployment, etc.).
Background information or any additional info you think that they should know that may influence your admissions (relevant/pertinent academic or personal information)

Enclosed you will find a copy of my transcript. ***Include any additional documentation that is necessary (medical form, military documents, etc.)*** Thank you in advance for your re-evaluation. Please feel free to contact me if you have any questions or require any additional information.

Sincerely,

Name
Phone
Address
Email