

Your Name
Your Address
Contact Info (phone, email)

Date

[School Name] Admissions Office
School Address

RE: Admissions Appeal, (Student ID or Application ID for the campus you applied to, not Solano)

Greeting (for example, Dear Appeal Committee, To Whom it May Concern, etc.):

The first paragraph should state your name, any information you received in your denial letter or in speaking to an admissions officer that you are going to address (for example, missing admissions documents, not meeting minimum requirements, etc.), and the reason for your appeal.

The body of your appeal should detail the reasons your appeal should be granted. These can be reasons such as:

- Mistakes on your application that led the admissions committee to believe you did not meet minimum requirements
- Explanation for missing documentation
- Extenuating circumstances that impacted your ability to be successful in schoolwork (such as severe illness, or death in the family)
- New information about your academics (increased GPA, special projects you have been involved in, etc.)
- Anything else that provides compelling evidence for why your appeal should be overturned

Some universities allow you to provide attachments in support of your appeal. If they do, explain how the attachments relate to the reasons you described above. If their appeal instructions state that they do not want you to include attachments, do not include them.

The final paragraph should state your interest in attending the university, and why you are a good candidate for admission and how you will contribute to the campus. Finally, thank the committee for reviewing your appeal.

Closing (Sincerely, Best regards, etc.)

Your Name