

# Sample Appeal Letter

April 2, 2019

Transfer Appeals Committee  
University Name  
Address

Dear Transfer Appeals Committee,

*Introduction* – I learned on (*date*) that I was denied transfer admission to (*university name*) for (*term*). I respectfully request the Transfer Appeals Committee to reevaluate my application based on the new information provided in this letter.

*Paragraphs 1-3* – Write about new information and the circumstances surrounding the situation (review the Didn't Get In? Consider Appealing Your Admission Decisions handout for more information). Be sure to describe any of the following if they apply to you:

- 1) how the exceptional achievements/extracurricular activities qualify you for admissions to the university
- 2) how a hardship prevented you from performing well academically
- 3) if the university is your only option (list all reasons why)

*Conclusion* – Reinforcing why you will be a great addition at university, what you will bring with you to contribute to the campus, and why you will succeed in college (based on your experience from the new information you just described).

Sincerely,

Student Name  
Application # or Student ID # (for the university)  
Address  
Email  
Phone #