

Sample Appeal Letter

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SDSU Red ID Number: 900356345

March 7, 2020

University Admissions Appeals Committee
Office of Admissions
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7455

Dear Committee Members:

I recently received a letter from San Diego State University informing me that I have been denied admission for the Fall 2020 semester because [insert reason you were denied]. However, [insert extenuating circumstances or reason you think you should be admitted]. Would you please reevaluate my application and transcripts? Official copies of my transcripts are being sent electronically.

If you have any questions or need any additional information, please contact me at [insert contact information such as phone number and/or email address].

Thank you for your time and attention.

Sincerely,

Stu Dent

*Note: Email our SDSU Transfer Admission Representative Magaly at mcorroflores@sdsu.edu and ask for the reason(s) that your application was denied. Let her know that you are preparing an appeal packet and this information will be helpful when writing your letter.