

Student Name
Address
RED ID #

Date

University Admissions Appeals Committee (UAAC)
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7416

Dear Committee Members:

I recently received notification from San Diego State University informing me that I have been denied admission to the (Fall/Spring & year) due to (insert reason for denial). However, I believe I should be admitted to San Diego State University for the following reasons:

(Insert extenuating circumstances or reason you think you should be admitted.

- Give new GPA
- Total number of transferable units that will be completed by the end of the term prior to transfer.
- List General Education Courses with grades in Area A1, A2, A3 and B4)

I respectfully request that you review my application and transcripts in light of the above information, and reconsider my request for admission. Official copies of my transcripts are enclosed with this letter.

If you have any questions or need further information, please contact me at (insert contact information such as phone number, cell number and email address).

Thank you for your consideration in this matter.

Sincerely,

Your Name