

Jane Golden

123 Avenida Del Valle La Costa, CA 92009
(760) 555-1234 jane.golden@gmail.com

University of San Diego
Office of Student Admissions
500 El Camino Real
San Diego, CA 92109

March 10, 2014

Dear Admissions Representative:

I am requesting that you reconsider my Application for Admissions to your university. I would like to bring a couple of items of new information to light for your consideration.

My GPA has improved since my application submission. After the most recent semester I have earned a GPA of 3.2. I appreciate that this may put me into an eligible classification and would appreciate your review of this possibility.

I would also like to add that I have recently been complimented with a lateral promotion from the Restaurant Department into the Front Desk Department at my place of employment, the La Jolla Sheraton.

I know, and am counting on the fact that the University of San Diego has a proud tradition of ameliorating their local students' admissions. I have gone the extra mile and exerted 110% of my efforts towards academic and personal goals; and up to this point, I have been very successful. Any and all further assistance you provide will not only be very greatly appreciated, but returned a hundredfold through my volunteerism, positive attitude, good morale, effective leadership, and future philanthropic efforts as a University of San Diego alumnus.

Thanking you in advance for your kind consideration,

Jane Golden, Student ID Number S1234567
University of San Diego, Class of 2018