

[Sender's Street Address, City, Street ZIP Code],
[Telephone],
[Email].

September 4, 20XX.

[Recipient's Street Address, City, Street ZIP Code],
[Telephone],
[Email].

Dear Graduate Admission Committee,

Re: Addendum to Masters in Psychology Application

The purpose of writing this letter is to provide an addendum to my master's in psychology application, explaining my 2.90 undergraduate GPA. I want to begin by stating that although I am not proud of the 2.90 GPA, I have learned to take responsibility and acknowledge that I earned the grade because that is what I deserved. In this letter, I aim to explain, but not make excuses, so that you can understand the circumstances that resulted in me scoring a 2.90 GPA.

I can attribute my 2.90 undergraduate GPA to three core facts. The first fact is being an immigrant and first-generation student at Fullerton College, I did not understand how the American college system worked. The lack of awareness of my ignorance, timid personality, and the language barrier made my first year in college challenging.

The second fact associated with my limited understanding of the American education system is I that I was unaware I needed to submit a form to the admission office to drop a class officially. My misinformed assumption was that I would be automatically dropped without consequences if I did not attend a class. As such, I ended up receiving Fs and Ws on my transcript.

The third fact is that I was not sure of the major I wanted to pursue. For this reason, I took numerous classes, such as art and interior design, which were significantly divergent from my personality and interests. Thankfully, I discovered my passion for sociology and psychology. Subsequently, utilizing the college's resource center and communicating with my professors helped me overcome the above-discussed challenges. Over time, my grades started improving. I am grateful for my undergraduate experience because it helped me understand that a lack of awareness, wrong assumptions, and ignorance makes academic success challenging. Accordingly, when I enrolled in the master's in psychology program, I utilized the school's resources to understand the policies, course guidelines and required program outcomes, which supported my success. I intend to apply my past experiences to succeed in your master's program. Thank you for your consideration.

Sincerely,
[Electronic Signature]
Name.