

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Department Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my Bachelor of Business Administration (BBA) program admission/graduation status. As an aspiring [specific career or field], I am deeply committed to my academic and professional growth, and I believe that reconsidering my case is warranted due to [briefly state the reason for the appeal, e.g., extenuating circumstances, academic performance issues, etc.].

In my time at [University Name], I have strived to maintain a strong academic record and actively participate in [relevant extracurricular activities, internships, or volunteer work]. However, [explain your situation in more detail, highlighting any challenges faced and what you have done to address them].

I respectfully request that you review my appeal and consider [specific outcome you are seeking, e.g., reinstatement, readmission, etc.]. I am confident that with my dedication and passion for the field of business, I can contribute positively to our university community.

Thank you for considering my appeal. I look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]