

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[University/College Name]
[Department Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a BBA student in the [Your Year, e.g., second year] at [University/College Name]. I am writing to formally appeal [specific decision, e.g., a grade, disciplinary action, etc.] that I received on [date of decision], regarding [briefly explain the context, e.g., a particular course, assignment, or incident].

[Explain the reason for your appeal. Provide details that support your case, including any relevant information that was not considered, any misunderstandings, and why you believe the decision should be reconsidered.]

I have always prioritized my academic performance and have taken steps to improve [anything relevant, such as attending extra sessions, seeking help, etc.]. I am committed to [describe your commitment to your studies or to the university].

I kindly request that you reconsider this decision based on the information provided. I believe a review will reflect my dedication and the circumstances surrounding my situation.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Student ID Number] (if applicable)