

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[CGTC Appeals Committee]  
[CGTC Address]  
[City, State, ZIP Code]

Dear Members of the Appeals Committee,

Subject: Appeal for [Specific Subject/Decision]

I am writing to formally appeal the decision made on [Date of Decision] regarding [Briefly state the reason for the decision]. My student ID is [Your Student ID].

[Explain the background of your situation in detail. Include relevant facts, dates, and circumstances that support your case.]

I believe that my case deserves reconsideration due to [Highlight any significant reasons or evidence that supports your appeal]. Attached, you will find [List any documents you are attaching, such as transcripts, letters, etc.].

I appreciate your time and consideration in reviewing my appeal. I am hopeful for a positive response and am available for any further information needed.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]