

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

[Recipient Name]
[Department/Office Name]
Flathead Valley Community College
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for [insert specific issue, e.g., financial aid, academic decision, etc.]

I am writing to formally appeal [briefly state the decision you are appealing] that was communicated to me on [insert date]. I believe that [provide a brief explanation of your situation and why you are seeking an appeal].

[In the next paragraph, provide detailed information regarding your case, any supporting documents, and explanations that might be relevant to your appeal.]

I respectfully request that you [state what you hope to achieve with this appeal]. I appreciate your consideration of my appeal and look forward to your response.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID (if applicable)]