

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Department]
Fox Valley Technical College
[College Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal [specific decision or action, e.g., academic dismissal, financial aid denial] that occurred on [date of decision]. My student ID is [Your Student ID].

[Briefly explain the situation, including any relevant details that led to the decision. Be concise and factual.]

I believe that [reason for your appeal, e.g., mitigating circumstances, new information, etc.]. To support my appeal, I have included [list any attached documents, e.g., supporting letters, transcripts, etc.].

I respectfully request that you reconsider this decision based on the information provided. I am committed to [explain your commitment to your education or relevant improvements].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID] (if applicable)
[Your Program/Field of Study]