

[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]