

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

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

Dear [Recipient's Name],
Subject: Appeal Letter for [Specify Reason - e.g., Academic Dismissal,
Financial Aid, etc.]

I hope this letter finds you well. I am writing to formally appeal the decision regarding [briefly state the issue, e.g., my academic dismissal, my financial aid eligibility, etc.]. My name is [Your Name], and my student ID is [Your Student ID].

[Provide a brief explanation of your situation and the circumstances that led to the decision. Be honest, concise, and factual. If applicable, mention any extenuating circumstances that affected your performance.]

I understand the reasons behind this decision, but I would like to present the following considerations for your review: [List any relevant points that support your appeal, such as improvements made, mitigating circumstances, or additional information that wasn't previously considered.]

I have taken the following steps to address the issues that led to this situation: [Outline any actions you've taken, such as seeking tutoring, counseling, or other support services.]

I appreciate your time and consideration regarding my appeal. I am eager to continue my education at Flathead Valley Community College and am committed to improving my situation.

Thank you for your understanding, and I look forward to your positive response.

Sincerely,
[Your Name]
[Your Student ID]