

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

Office of Academic Affairs
Grand Valley State University
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Appeals Committee"],
Subject: Appeal for [Type of Appeal, e.g., Academic Dismissal/Billing Issue/Other]

I hope this letter finds you well. I am writing to formally appeal [specific issue, e.g., my academic dismissal] that occurred on [date of notice]. My student ID is [Your Student ID].

[Explain the circumstances that led to the situation, briefly but clearly, and provide any relevant context. Mention any mitigating factors or personal hardships if applicable.]

Since receiving the notice, I have taken several steps to address the situation, including [mention actions taken, such as meeting with academic advisors, attending workshops, etc.]. I am committed to improving my academic performance and regaining good standing.

I kindly request that you reconsider my situation and allow me the opportunity to [state your desired outcome, e.g., continue my studies, seek readmission, etc.]. I believe I have the potential to succeed and contribute positively to the university community.

Thank you for considering my appeal. I appreciate your time and attention to this matter, and I am hopeful for a favorable resolution.

Sincerely,
[Your Name]
[Your Student ID]