

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

Admissions Office
Grand Valley State University
1 Campus Drive
Allendale, MI 49401

Dear Admissions Committee,

Subject: Petition for [Specific Request]

I hope this letter finds you well. My name is [Your Name], and I am writing to formally petition for [state the specific request clearly, e.g., an appeal for admission, re-evaluation of my application, etc.]. [In the following paragraphs, provide a brief introduction about yourself and your academic background. Explain the reasons for your petition, including any relevant details or circumstances that support your request. Be sure to remain respectful and concise.]

I appreciate your time and consideration of my petition. I am looking forward to the opportunity to be a part of the Grand Valley State University community and contribute positively to its vibrant campus life.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Student ID (if applicable)]