

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

Office of Student Affairs
Indiana Wesleyan University
4201 S Washington St
Marion, IN 46953

Dear [Recipient's Name or "Appeals Committee"],
Subject: Appeal for [Specify Purpose, e.g., Academic Dismissal,
Scholarship Decision, etc.]

I hope this letter finds you well. I am writing to formally appeal
[briefly state the decision you are appealing, e.g., my academic
dismissal] that was communicated to me on [date of notification].
I understand the reasons behind the decision; however, I believe there
are mitigating circumstances that warrant a reconsideration of my
situation. [Briefly explain your circumstances, including any relevant
details that may support your appeal.]

I have taken the following steps to address the issues that led to this
situation:

1. [List specific actions taken, e.g., meeting with advisors, attending
workshops, etc.]
2. [Provide more details about any steps or changes you have
implemented.]

I am committed to my education and to improving my academic performance.
[Express your passion for the program and your intention to succeed
moving forward.]

Thank you for considering my appeal. I appreciate your time and
understanding, and I look forward to the opportunity to discuss this
matter further.

Sincerely,
[Your Name]
[Student ID Number, if applicable]