

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

[Date]
[Recipient's Name]
[Title]

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for Student Discipline Decision - [Student's Name,
Student ID]

I am writing to formally appeal the disciplinary decision made on [Date
of Incident], regarding my child, [Student's Name], a student in
[Grade/Class] at [School Name].

[Briefly explain the incident and the decision made, including any
specific punishments or actions taken.]

I believe this decision warrants reconsideration due to the following
reasons:

1. [Reason 1: provide clear and concise explanation]
2. [Reason 2: provide clear and concise explanation]
3. [Reason 3: provide clear and concise explanation]

[If applicable, mention any evidence or witnesses that support your
appeal.]

I kindly request a review of this case, as I believe a more equitable
resolution can be reached. I am willing to meet at your earliest
convenience to discuss this matter further.

Thank you for your attention to this important issue. I look forward to
your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Relationship to Student]