

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

[Recipient Name]
[Position]

JFK High School
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal [insert brief description of the decision you are appealing, e.g., a disciplinary action, academic decision, etc.] that was communicated to me on [insert date].

[Explain the situation in detail, providing any relevant background information and the reasons for your appeal. Include specific events, dates, and any evidence or documentation that supports your case.]

I believe that [explain why you feel the decision was unfair or incorrect and what you hope to achieve with your appeal]. It is important to me that [express any personal sentiments regarding the outcome and how it affects you].

Thank you for taking the time to consider my appeal. I am hopeful for a reconsideration of the decision. Please feel free to contact me at [your phone number] or [your email address] should you need any further information or clarification.

Sincerely,

[Your Name]

[Your Relationship to the School, e.g., Parent/Guardian, Student]