

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

KLM Student Affairs Office

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

Dear [Recipient's Name/Student Affairs Committee],
Subject: Appeal for [Type of Appeal, e.g., Academic Probation, Financial Aid, etc.]

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore, junior] majoring in [Your Major] at [University Name]. I am writing to formally appeal the decision regarding [specific decision you are appealing, e.g., academic standing, financial aid suspension].

I would like to explain my situation and provide context to my circumstances. [Briefly describe your reason for the appeal, including any relevant details such as health issues, personal challenges, etc. Be honest and concise.]

I have taken the following steps to address the issues I encountered:

- [Step 1: e.g., Attended tutoring sessions]
- [Step 2: e.g., Met with my academic advisor]
- [Step 3: e.g., Developed a study plan for the next semester]

I am fully committed to improving my academic performance and achieving my educational goals. Given my circumstances, I kindly request your consideration in [specific request, e.g., allowing me to continue my studies, reinstating financial aid].

Thank you for taking the time to review my appeal. I greatly appreciate your understanding and support. Please feel free to contact me at [your phone number or email] if you require any further information.

Sincerely,

[Your Name]

[Your Student ID Number] (if applicable)