

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

Office of the Registrar
Lucknow University
[University Address]
[City, State, Zip Code]

Subject: Appeal Against Academic Decision

Dear [Registrar's Name/Academic Appeals Committee],

I hope this letter finds you well. I am writing to formally appeal the academic decision made regarding [specific decision, e.g., my grade for the course name or decision on my admission status], which was communicated to me on [date of communication].

I would like to provide the following context and supporting information for your consideration:

1. ****Description of the Issue****: [Explain the decision you are appealing and why you believe it is unjust or incorrect. Include details such as relevant dates, courses, or assessments.]
2. ****Supporting Evidence****: [Mention any supporting documents or evidence you are including, such as grades, correspondence with faculty, or any other relevant information.]
3. ****Request for Reconsideration****: [Clearly state what you are asking for; for instance, a reevaluation of your coursework or reconsideration of your admission status.]

I believe that my situation merits a review due to [explain any additional circumstances, such as health issues, family emergencies, or other factors that impacted your academic performance]. I am committed to my studies and hope to resolve this matter constructively.

Thank you for taking the time to consider my appeal. I look forward to your response and hope for a favorable resolution.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]