

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

Office of Student Affairs  
Oakland University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Committee"],  
Subject: Appeal for [Specify the Appeal Purpose, e.g., Admission  
Decision, Academic Dismissal]

I hope this letter finds you well. I am writing to formally appeal  
[briefly state the reason for your appeal] regarding my [state what  
decision you are appealing, e.g., admission status, academic dismissal].  
[In this paragraph, explain the circumstances that led to your situation.  
Be honest and specific while maintaining a respectful tone. Provide any  
relevant details that could support your appeal.]

[In this paragraph, discuss any actions you have taken since the decision  
or any additional information that may strengthen your case. You may want  
to mention academic improvements, personal growth, or support systems  
that you have utilized.]

I genuinely believe that [convey your passion for attending Oakland  
University and how you would contribute to the campus community, if  
applicable]. I respectfully request that you reconsider my situation and  
allow me [state the outcome you are seeking, e.g., re-evaluation of my  
application, reinstatement, etc.].

Thank you for taking the time to read my appeal. I appreciate your  
consideration and look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]