

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the academic decision regarding [specific decision, e.g., my dismissal, probation, grade, etc.] received on [date of notification]. I appreciate the time and effort the committee has dedicated to reviewing my case, and I respect the decision made, but I kindly ask for a reconsideration based on the following points:

1. ****Explanation of Circumstances****:

[Explain any extenuating circumstances that may have impacted your academic performance, providing any relevant details or documentation.]

2. ****Academic Performance****:

[Highlight improvements, changes in circumstances, or specific examples of your academic efforts since the decision.]

3. ****Future Plan****:

[Describe your action plan moving forward, outlining how you intend to address the issues that led to the decision.]

I am genuinely committed to my academic success and am eager to continue my education at [University Name]. I believe that with the opportunity to [describe what you are seeking, e.g., continue studying, retake a course, etc.], I can demonstrate my capability and dedication to my studies.

Thank you for considering my appeal. I look forward to your response and hope for the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]