

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

Office of Academic Appeals
Ogden University
[University Address]
[City, State, Zip Code]

Dear Academic Appeals Committee,

Subject: Academic Appeal for [Your Full Name, Student ID]

I am writing to formally appeal the decision regarding [specific academic decision, e.g., my suspension, dismissal, etc.], which was communicated to me on [date of notification]. I would like to provide you with additional context regarding my situation and request a reconsideration of your decision.

[In this paragraph, explain your circumstances that led to the academic issue, ensuring to include any personal, medical, or unavoidable circumstances that affected your academic performance.]

[In this paragraph, outline any steps you have taken to address the issues mentioned, such as seeking academic support, attending workshops, or improving study habits.]

I sincerely believe that with the opportunity to continue my education at Ogden University, I can demonstrate my commitment to my studies and achieve academic success. [Mention any specific plans or resources you intend to utilize going forward.]

I respectfully request that you review my appeal and consider my circumstances. Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Student ID]