

[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 Members of the Academic Appeals Committee,
Subject: Appeal for [Specify Nature of Appeal, e.g., Academic Suspension,
Grade Change]

I hope this letter finds you well. I am writing to formally appeal
[briefly state the decision you are appealing and the date of the
decision]. My student ID number is [Your Student ID].

[In this paragraph, provide a clear and concise explanation of the
situation that led to the decision, including any relevant dates and
events. Be factual and remain professional.]

Furthermore, I would like to present [any supporting evidence or
documents, such as transcripts, medical records, or personal statements].
These documents reflect [explain the relevance of the supporting
evidence].

[In this paragraph, outline the reasons for your appeal. State any
mitigating circumstances or changes that will allow for improved academic
performance moving forward.]

I appreciate your consideration of my appeal. I am committed to
rectifying my academic standing and believe that [state your desired
outcome, e.g., reinstatement, grade review, etc.] is justified given my
circumstances.

Thank you for your time and understanding. I look forward to your
response.

Sincerely,
[Your Name]
[Your Student ID]