

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Academic Appeals Committee
Ohio State University
[Department/Office]
[Address]
[City, State, Zip Code]

Dear Academic Appeals Committee,

I am writing to formally appeal the decision regarding my academic standing for the [specific term/year]. My name is [Your Name], and my student ID number is [Your Student ID].

I understand that my academic performance in [specific course or semester] did not meet the university's standards, resulting in my current academic status. I accept responsibility for my actions but would like to provide context for my situation.

[Briefly explain any extenuating circumstances that contributed to your academic challenges, such as health issues, personal circumstances, or any other relevant details. Be concise and respectful.]

I have taken proactive steps to address these challenges by [mention any actions you have taken, such as seeking academic support, changing study habits, attending workshops, etc.]. I am committed to improving my academic performance moving forward and have developed a plan to ensure my success, including [outline your plan or strategies for improvement]. I kindly request the committee to reconsider my academic status and allow me the opportunity to continue my studies at Ohio State University. I am passionate about my education and am eager to demonstrate my commitment to my academic success.

Thank you for considering my appeal. I am hopeful for the opportunity to further discuss my situation.

Sincerely,
[Your Name]
[Your Student ID]