

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Appeal of Dismissal Decision

I hope this letter finds you well. I am writing to formally appeal the decision regarding the dismissal of my child, [Child's Name], from [School's Name] dated [Date of Dismissal].

[Briefly state your relationship to the student and the reason for the dismissal. Include any relevant facts and circumstances that support your appeal.]

[Discuss any extenuating circumstances, your child's behavior, and any contributions they have made to the school community. Be sure to express your commitment to resolving the issues that led to the dismissal.]

I kindly request a reconsideration of this decision and am open to discussing potential paths forward, including [suggest any proposals that reflect your commitment to improving the situation].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Relationship to the Student]