

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

Dear [Recipient's Name],
Subject: Academic Appeal for [Course Name/Code] - [Your Student ID]

I am writing to formally appeal the academic decision regarding my performance in [Course Name] for the [specify semester, e.g., Fall 2023] term. I believe that there are extenuating circumstances that affected my ability to perform to the best of my abilities, and I would like the opportunity to present my case for reconsideration.

[Briefly explain the circumstances that led to your academic challenges. Include any relevant information, such as health issues, personal hardships, or extenuating situations. Provide any supporting documentation, if applicable.]

Despite my best efforts to manage these challenges, my performance in [Course Name] did not reflect my true abilities. I have taken the initiative to seek additional support by [mention any steps you have taken, such as tutoring, counseling, etc.], which I believe will aid me in improving my academic standing.

I am respectfully requesting that my situation be reviewed, and if possible, I would appreciate the opportunity to [suggest a solution, such as retaking the course, doing an independent study, etc.].

Thank you for considering my appeal. I am hopeful for a favorable response and am eager to resolve this matter.

Sincerely,
[Your Name]
[Your Student ID]