

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Office Name]
[University of Queensland]
[University Address]
[City, State, Postcode]

Dear [Recipient Name],

Subject: Appeal for [Reason for Appeal]

I am writing to formally appeal [specific decision or action] regarding [brief description of the situation]. My student ID is [Your Student ID].

[Paragraph 1: Describe the situation and the decision made. Include relevant dates, correspondence, and any supporting facts that pertain to your case.]

[Paragraph 2: Explain why you believe the decision should be reconsidered. Provide any additional evidence or context that supports your appeal.]

[Paragraph 3: State the desired outcome of your appeal. Clearly express what you would like the university to do in response to your letter.]

Thank you for considering my appeal. I appreciate your time and attention to this matter and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID]