

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

[Recipient Name]
[Office of Academic Affairs/Graduation Appeals Committee]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name or Graduation Appeals Committee],
Subject: Appeal for Graduation Status

I hope this letter finds you well. I am writing to formally appeal my graduation status for the [insert term/year, e.g., Spring 2023] graduating class. My name is [Your Name], and my student ID number is [Your Student ID].

[Briefly explain your situation, including any extenuating circumstances or reasons for your appeal. Be specific about the issues that affected your ability to meet graduation requirements, and include any necessary documentation to support your appeal.]

I have worked diligently to fulfill my academic responsibilities and to meet all graduation requirements. [Mention any steps you have taken to rectify the situation or to ensure future compliance with academic standards.]

I am sincerely requesting that you consider my appeal and allow me to graduate with my class. I am committed to resolving this matter and to completing any additional requirements if necessary.

Thank you for your time and consideration. I look forward to your understanding and support in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,
[Your Name]
[Your Student ID]