

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

Office of Academic Appeals
Virginia Tech State University
[Office Address]
[City, State, ZIP Code]

Dear Academic Appeals Committee,
Subject: Appeal for [Specify Appeal Type]

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at Virginia Tech State University. I am writing to formally appeal [specific decision, e.g., my academic dismissal/probation, etc.] dated [date of decision]. [Briefly state the reason for your appeal. Explain any extenuating circumstances that contributed to your situation, such as personal issues, health challenges, etc.]

Given these circumstances, I have taken proactive steps to improve my situation, including [mention any actions taken like meeting with a tutor, seeing an advisor, or any other relevant actions]. I am committed to my academic success and have developed a detailed plan to ensure that I can meet the required standards moving forward.

[Conclude with a respectful request for reconsideration and any additional information you think would support your appeal.]

Thank you for considering my appeal. I appreciate your time and understanding, and I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Student ID Number]