

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Department/Office Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
I am writing to formally appeal my tuition decision for the [specific term or semester] through WOnline. My student ID number is [Your Student ID].

Due to [briefly explain your extenuating circumstances, e.g., unforeseen financial hardship, medical issues, personal challenges], I am unable to meet the financial obligations required for the upcoming semester.

[Provide any relevant details or supporting documentation that strengthens your appeal.]

I respectfully request that you reconsider my situation and allow me to [state your desired outcome, e.g., receive financial assistance, defer tuition payment, etc.]. I believe that with your understanding and support, I can successfully continue my education and achieve my academic goals.

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

Sincerely,

[Your Name]  
[Your Student ID]  
[Your Contact Number]