

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal the [specific academic decision, e.g., grade received in a course, academic probation status, etc.] for the [specific course name or semester, e.g., Fall 2023 semester].

I believe that my situation warrants reconsideration due to the following reasons:

1. [Reason 1: Briefly explain your first reason, providing any relevant details or evidence.]
2. [Reason 2: Briefly explain your second reason, providing any relevant details or evidence.]
3. [Reason 3: Briefly explain any additional reasons, if applicable.]

[Optional: Include any supporting documents or evidence that may strengthen your appeal, such as medical records, correspondence with faculty, etc.]

I appreciate your time and attention to my appeal and hope for a favorable reconsideration. Please let me know if you require any further information or documentation.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Student ID Number]
[Your Program/Department]