

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

Office of Student Appeals  
Western Governors University  
[WGU Address]  
[City, State, Zip Code]

Dear Appeals Committee,

Subject: Appeal for [specific issue, e.g., academic probation, financial aid denial]

I am writing to formally appeal the decision regarding [briefly explain the decision you are appealing, e.g., my academic standing/financial aid status]. My student ID is [Your Student ID].

[Explain your situation, providing relevant details and context. Include any extenuating circumstances that may have impacted your performance, such as personal, medical, or family issues.]

I have taken steps to address these challenges by [mention any actions you have taken to improve your situation, such as seeking tutoring, attending workshops, etc.]. I am committed to my education and am dedicated to making the necessary changes to succeed at WGU.

I respectfully request that you reconsider the decision based on the information provided. I believe that [explain why you believe the decision should be overturned, referencing any supporting evidence or documentation you are including].

Thank you for considering my appeal. I look forward to your response.  
Sincerely,

[Your Name]  
[Your Student ID]  
[Your Degree Program]