

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

[Recipient's Name]
[Title]
[XJTLU Office/Department Name]
[XJTLU Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal Against [Specify Decision]

I hope this letter finds you well. I am writing to formally appeal the decision regarding [briefly state the decision, e.g., "my academic dismissal", "the outcome of my application", etc.], communicated to me on [date of decision].

[Explain your situation briefly. Mention your student ID and any relevant details about the decision you are appealing].

I believe that [provide your reasons for the appeal, including any supporting evidence or arguments that could lead to a reconsideration of the decision].

In light of this, I kindly request that you review my case and consider [mention what you are seeking, e.g., "reinstatement", "a re-evaluation of my application", etc.].

Thank you for your time and consideration of my appeal. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)