

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

[Recipient Name]
[Department Name]

Yakima Valley Community College

[College Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for [specific purpose, e.g., Academic Dismissal,
Financial Aid, etc.]

I hope this letter finds you well. I am writing to formally appeal
[briefly state what you are appealing, e.g., my academic dismissal from
Yakima Valley Community College]. My student ID is [Your Student ID].

[In this paragraph, explain the situation that led to the need for an
appeal. Be honest and concise, and include any relevant details or
circumstances that may have affected your situation.]

[In the next paragraph, outline the steps you have taken to address the
issues mentioned above. This could include changes you have made, support
you have sought, or academic plans you have established moving forward.]

[Conclude with a respectful request for consideration, expressing
gratitude for the reader's time and understanding regarding your
situation. You may also want to express your commitment to improving and
succeeding.]

Thank you for considering my appeal. I look forward to the opportunity to
discuss this matter further.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]