

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

[Recipient's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for UJ Waiver

I hope this letter finds you well. I am writing to formally appeal the decision regarding my [specific waiver, e.g., tuition waiver] request submitted on [date of initial request].

[Paragraph 1: Briefly introduce yourself and your situation. Include relevant details such as your student ID, program of study, and any pertinent context regarding your initial request.]

[Paragraph 2: Explain the reasons for your appeal. Include any additional information or documentation that may support your case, such as changes in financial circumstances, academic achievements, or extenuating circumstances.]

[Paragraph 3: Express your understanding of the university's policies and your commitment to fulfilling the requirements. Mention any previous communications about your situation, if applicable.]

[Paragraph 4: Politely request that your appeal be reconsidered and express your willingness to provide any further information if needed. Thank the recipient for their time and consideration.]

Sincerely,

[Your Name]
[Your Student ID]