

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office 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 recent application for a UJ waiver. My name is [Your Name], and my student ID is [Your Student ID].

[In this paragraph, briefly explain the reason for your initial waiver request, including any relevant details about your situation that support your case.]

After receiving the denial decision on [Date of Denial], I have carefully reviewed the reasons provided and would like to respectfully present additional information that may influence this decision. [Include specific details, evidence, or circumstances that address the reasons for denial and support your appeal.]

I believe that the approval of my waiver [explain how the approval would impact your academic journey or financial situation] and I am committed to [mention any relevant actions you have taken or will take to address any concerns].

Thank you for considering my appeal. I am hopeful that upon reviewing the additional information I have provided, you will see merit in my request. I would appreciate the opportunity to discuss this matter further and clarify any details if necessary.

Sincerely,

[Your Name]

[Your Student ID]