

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

Office of Student Conduct  
University of South Carolina  
[Office Address]  
[City, State, Zip Code]

Dear [Appeals Committee or Specific Person's Name],  
Subject: Appeal for [Specify the Decision, e.g., Disciplinary Action,  
Academic Suspension, etc.]

I am writing to formally appeal the decision made on [Date of Decision]  
regarding [briefly describe the nature of the decision]. I understand  
that the University has policies in place to ensure fairness and  
integrity; however, I believe there are extenuating circumstances that  
warrant reconsideration of my case.

[Paragraph 1: Explain the circumstances surrounding the original  
decision. Highlight any relevant facts or context that may not have been  
fully considered.]

[Paragraph 2: Present any new evidence or information that supports your  
appeal. Clearly state how this information impacts the original  
decision.]

[Paragraph 3: Discuss the implications of this decision on your academic  
or personal life. Be sincere and express your commitment to uphold the  
University values moving forward.]

I kindly request that you review my appeal with the information provided.  
I appreciate your consideration and hope for a favorable resolution to  
this matter.

Thank you for your time and understanding.

Sincerely,

[Your Name]  
[Your Student ID, if applicable]