

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

[University Address]
[Office of Student Appeals]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Appeals Committee,

Subject: Appeal for [Type of Appeal, e.g., Academic Standing,
Disciplinary Action]

I am writing to formally appeal the decision made by [provide details of the decision, e.g., academic probation, suspension] on [date of decision]. My student ID is [Your Student ID].

I believe that this decision warrants reconsideration due to the following reasons:

1. **Reason 1**: [Explain your first reason for the appeal. Be specific and provide any supporting evidence.]
2. **Reason 2**: [Explain your second reason for the appeal. Include any relevant circumstances or factors.]
3. **Reason 3**: [If applicable, explain any additional reasons.]

I have taken the following steps to improve my situation: [List any actions you have taken, such as attending tutoring, consulting with advisers, or seeking counseling.]

I kindly request that the committee review my case and consider the impact of this decision on my academic and personal future. I am committed to addressing the issues that have affected my performance, and I appreciate your consideration of my appeal.

Thank you for your time and understanding. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID]