

# ACADEMIC APPEAL SAMPLE 1

[Your Name]  
[Your Student ID]  
[Your Contact Information]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Department or Committee Name]  
[Institution's Name]  
[Institution's Address]

Subject: Academic Appeal for [Course Name/Grade/Issue]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit an academic appeal regarding my recent academic performance in [Course Name]. I understand that the policies and procedures for academic appeals are in place to ensure fairness and equity, and I sincerely hope that you will consider my request.

The reason for my appeal is as follows:

[Explain the circumstances surrounding your appeal concisely, providing specific details and facts. Include any supporting documentation if applicable.]

In light of these circumstances, I kindly request the following:

- A reevaluation of my [specific grade or academic decision].
- [Specify any additional requests, such as a withdrawal or accommodation].

I have attached [list any supporting documents attached, if applicable] to substantiate my appeal. I understand the importance of upholding academic standards and am committed to rectifying the situation. I have taken proactive steps to [explain any actions taken to address the issue or prevent a recurrence].

I respectfully request a prompt review of my appeal and a reconsideration of my academic situation. I am eager to learn from my experiences and continue my academic journey with renewed focus and dedication.

Thank you for your time and consideration. I look forward to a fair and impartial evaluation of my appeal.

Sincerely,

[Your Name]