

# Letter of Appeal for Additional Academic Credits

Date: [Insert Date]

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University/College Name]

[University/College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for additional academic credits for [specific course or program] that I completed during the [insert semester/year].

Due to [briefly explain your reason, e.g., unforeseen circumstances, personal struggles, health issues], I was unable to achieve the credits that I aimed for. I believe that my efforts and understanding of the coursework reflect my commitment to my academic goals.

I kindly request that you consider granting me additional academic credits based on [reason for appeal, e.g., completion of extra assignments, participation in relevant projects, etc.]. I am willing to provide any necessary documentation to support my request.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Student ID (if applicable)]