

# Early Graduation Appeal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a dual enrollment student at [Your School's Name]. I am writing to formally appeal for early graduation due to [briefly explain your reasons, such as academic performance, personal circumstances, etc.].

Throughout my time in the dual enrollment program, I have maintained a strong academic record, achieving [mention any honors, GPA, or relevant achievements]. I believe that graduating early will allow me to [explain how early graduation will benefit your future plans, such as attending college, entering the workforce, etc.].

I have attached documentation that supports my appeal, including [list any documents such as transcripts, recommendation letters, etc.]. I understand the importance of this decision and would greatly appreciate your consideration of my request.

Thank you for taking the time to review my appeal. I am hopeful for a positive response and am available to discuss this matter further at your convenience.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID]