

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

[Recipient's Name]

[Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Appeal Against Academic Dismissal

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding my academic dismissal from [University Name] for the [specific term/year]. My student ID is [Your Student ID]. I would like to request a reconsideration of my case based on the following grounds:

1. [Reason 1: Provide a detailed explanation of why you believe the dismissal was unwarranted or why there were extenuating circumstances.]
2. [Reason 2: Include any relevant documentation or evidence that supports your claim.]
3. [Reason 3: Mention any support from faculty members, advisors, or counselors that may aid your appeal.]

I understand the importance of maintaining academic standards, and I am committed to improving my performance moving forward. I assure you that I am taking the necessary steps to address any issues that have contributed to my academic standing.

I kindly request a meeting to discuss my appeal further, and I appreciate your time and consideration in reviewing my case. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]