

Letter of Intent to Challenge Academic Dismissal

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

[Recipient's Name]
[University's Name]
[Department/Office's Name]
[University's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally challenge my recent academic dismissal from [University's Name], effective [Date of Dismissal]. My student ID is [Your Student ID]. I understand that my academic performance has not met the required standards; however, I believe there are extenuating circumstances that warrant a reconsideration of my case.

[Briefly explain your situation and any factors that contributed to your academic difficulties. Mention any relevant documentation that supports your case.]

I am committed to improving my academic standing and have devised a plan to achieve this. I kindly ask for the opportunity to discuss my situation further and to present the necessary documentation. I believe that with support, I can demonstrate my potential and commitment to my education.

Thank you for considering my appeal. I look forward to your prompt response regarding the next steps in this process.

Sincerely,
[Your Name]
[Your Student ID]