

Letter of Appeal

Date: [Insert Date]

To,
[Recipient's Name]
[Position/Title]
[Institution/Organization's Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient's Name],

I am writing to formally appeal for a delayed fee submission for [specify the course, program, or service] that was due on [insert due date]. Unfortunately, I experienced unforeseen circumstances that prevented me from meeting the deadline.

[Briefly explain your circumstances, e.g., medical issues, family emergencies, etc. Be concise but clear.]

I understand the importance of adhering to deadlines and sincerely apologize for any inconvenience this may have caused. I am committed to resolving this matter swiftly and hope to make the payment by [insert proposed new payment date].

Thank you for considering my appeal. I look forward to your understanding and support in this matter.

Sincerely,
[Your Name]
[Your Student/Member ID]
[Your Contact Information]