

[Your Name]

[Your Title/Position]

[Your Department]

[Your Institution]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization]

[Address]

Dear [Recipient's Name],

I am writing to express my support for [Student's Name] regarding their appeal for suspension. As [his/her/their] [Professor/Advisor/Mentor] in [Course/Program Name], I have had the opportunity to observe [his/her/their] academic performance and personal growth over the past [duration].

Throughout this period, [Student's Name] has shown [mention positive traits, e.g., dedication, improvement, resilience]. [He/She/They] has faced [briefly describe any mitigating circumstances], which I believe have significantly impacted [his/her/their] ability to perform optimally.

Given [his/her/their] commitment to [his/her/their] education and the extenuating circumstances surrounding this situation, I strongly believe that allowing [Student's Name] to continue [his/her/their] studies will not only benefit [him/her/them] but also preserve [his/her/their] potential contributions to our academic community.

Thank you for considering my support for [Student's Name]'s appeal. I am confident that with the right support, [he/she/they] will continue to thrive and make a positive impact.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]