

# Letter of Appeal for Code of Conduct Violation

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

**[Principal's Name]**  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally appeal the decision regarding the code of conduct violation involving my child, [Child's Name], which occurred on [Date of Violation]. We understand the severity of the situation and appreciate the school's efforts to maintain a respectful learning environment.

However, I would like to present our perspective on the incident. [Briefly explain your account of the events and any mitigating circumstances that may apply]. We believe that [mention any evidence or supporting documents that you have].

We appreciate your consideration of our appeal and believe that a fair review of the circumstances will lead to a more just outcome for my child. We are committed to working with the school to resolve this matter positively.

Thank you for your attention to this appeal. I look forward to your response.

Sincerely,  
[Your Name]