

# Degree Audit Appeal for Reconsideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal the outcome of my recent degree audit, which was completed on [Date of Degree Audit]. Upon reviewing the audit results, I believe that there were errors that have resulted in my inability to graduate on time.

[Provide a brief overview of your academic history, including your major, relevant courses, and any extenuating circumstances that may have impacted your academic performance. Explain the discrepancies you found in your audit and provide any supporting documentation.]

Given the above considerations, I kindly request a reevaluation of my degree audit. I am eager to resolve this matter promptly so that I can proceed with my academic pursuits without delay.

Thank you for your attention to this matter. I look forward to your response and appreciate your assistance in helping me achieve my academic goals.

Sincerely,

[Your Name]

[Your Student ID]