

Administrative Appeal for Course Withdrawal

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Title]
[Insert University Name]
[Insert University Address]
[Insert City, State, Zip Code]

Dear [Insert Recipient Name],

I hope this message finds you well. I am writing to formally appeal my recent course withdrawal request for [Course Name and Code] for the [Insert Semester/Year]. I believe that my situation warrants reconsideration based on the following grounds:

- [State reason 1]
- [State reason 2]
- [State reason 3]

Given these circumstances, I respectfully request that you review my appeal and consider reinstating my enrollment in the course. I am committed to my academic success and believe that continuing in this course is crucial for my progress.

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

Sincerely,

[Your Name]
[Your Student ID]
[Your Contact Information]
[Your Degree Program]