

Appeal for Disciplinary Action

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Office of Student Conduct]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name or Title],

I am writing to formally appeal the disciplinary action taken against me as a result of [briefly describe the incident] on [date of incident]. After careful consideration of the events that transpired, I believe that the decision made does not accurately reflect my behavior or intentions.

In the initial hearing, I presented the following points: [list key points or evidence]. However, [explain any new evidence or context supporting your appeal].

Given these circumstances, I respectfully request a review of my case and a reconsideration of the disciplinary action imposed, which includes [mention specific penalties incurred]. I truly value my education at [University Name] and am committed to upholding the values of our community.

Thank you for your time and consideration. I am hopeful for a fair resolution to this matter. I am available to discuss this issue further at your convenience.

Sincerely,

[Your Name]

[Your Student ID]