

Appeal Letter for Disciplinary Action

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

Office of Student Conduct
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Name of the Officer or Committee],

I am writing to formally appeal the disciplinary action taken against me for alleged academic misconduct, as outlined in the letter dated [Date of Disciplinary Action]. I believe that a reconsideration of the circumstances surrounding my case is warranted.

I acknowledge the importance of maintaining academic integrity within the university community. However, I respectfully request a review of the following facts and evidence that may not have been fully considered during the initial investigation:

- Point 1: [Briefly describe your first point or evidence]
- Point 2: [Briefly describe your second point or evidence]
- Point 3: [Briefly describe your third point or evidence]

In light of this information, I believe that the disciplinary action may have been too severe and not reflective of my overall character and academic performance. I am committed to upholding the values of [University Name] and am willing to work with the university to address any concerns.

Thank you for considering my appeal. I hope for the opportunity to discuss this matter further and present any additional information that may assist in your review.

Sincerely,

[Your Name]
[Your Student ID]