

Letter of Appeal for Campus Transportation Allowance

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Department Name]
[University Name]
[University Address]

Dear [Recipient's Name],

I am writing to formally appeal for the campus transportation allowance provided by [University Name]. As a [your year and program], I have encountered several challenges that have impacted my ability to commute to campus effectively.

Due to [briefly explain your reasons, such as financial hardships, distance from campus, lack of public transportation, etc.], I find myself struggling to manage the costs associated with commuting. The transportation allowance would greatly alleviate these financial burdens and allow me to focus more on my studies.

Attached to this letter are [mention any supporting documents, such as proof of residence, transportation costs, etc.], which support my appeal.

I kindly request you to reconsider my application for the transportation allowance. Your support would not only assist me financially but also enhance my academic experience at [University Name].

Thank you for considering my appeal. I look forward to your understanding and a positive response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Program and Year]
[Your Contact Information]