

# Appeal for Additional Support Services

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student majoring in [Your Major] at [University Name]. I am writing to formally appeal for additional support services that I believe are essential for my academic success and overall well-being.

Despite my efforts to cope with the demands of my coursework and personal circumstances, I have encountered several challenges that have hindered my academic performance. [Briefly describe your situation, such as health issues, family responsibilities, or financial constraints].

To address these challenges, I kindly request additional support services, such as [list specific services needed, e.g., tutoring, counseling, or academic advising]. I believe that these resources will greatly assist me in overcoming my current obstacles and help me achieve my full potential as a student.

I appreciate the university's commitment to supporting students, and I am hopeful that my request will be considered favorably. I am more than willing to discuss my situation further, and I am open to any recommendations you may have.

Thank you very much for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]