

Letter of Appeal

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally appeal regarding my recent experience with [Staff Member's Name] on [Date]. I believe I have been treated unfairly during [briefly describe the situation].

I understand that [Staff Member's Name] may have had reasons for their actions, but I feel that [explain why you believe the treatment was unfair]. This has greatly affected my [emotional/academic] well-being.

I kindly request a meeting with you to discuss this matter further and to explore possible resolutions. I appreciate your attention to this issue and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]
[Your Grade/Class]