

Appeal Letter Outline

Current Date

Dear Appeals Committee:

Paragraph 1 *(explain reason for letter—grades, 67% rule, have not earned a degree)*

Paragraph 2 *(explain reason for becoming ineligible)*

Paragraph 3 *(include any changes you plan to make to correct the problem)*

Paragraph 4 *(closing and contact information)*

Sincerely,

Student's Name

NOTE:

Please provide any documentation for circumstances mentioned in this letter. Possible documentation could include (but is not limited to) a death certificate, obituary, birth certificate, hospital bill, doctor's excuse or diagnosis, legal court documents, vehicle repair bill, accident report, or a police or fire report. All documentation should be as clear as possible, easy to read, and correspond to the dates of your ineligibility. Letters should be printed or typed.