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.