TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Appeal Letter

Dean Excellence:

My name is Suzie Student. I am a freshman at University College. I am writing to request consideration of the special circumstances that led to my inability to complete final exams within the defined timeframe last semester. This situation let to failing grades in three of my four classes and resulted in my being placed on academic probation. A copy of my grade report is attached, along with my grades in each class prior to the accident.

When I returned home for the Thanksgiving holiday, I was in a car accident that led to a three-week hospital stay. I was seriously injured and unable to contact my professors before school was dismissed for the semester. I know it is my responsibility to maintain communication with my professors, but my condition during the time I was hospitalized kept me from being able to do so prior to the end of the semester. Documentation from the physician who oversaw my care is attached.

I am a dedicated student committed to doing well in school. I had A and B averages in all of my courses prior to the accident and expect that I would have scored well enough on the exams to maintain those grades but for the accident. Starting out my college career with failing grades due to this unique situation will prevent me from being able to accomplish my academic goals.

It is my sincere desire to be allowed to take the exams I missed last semester due to the accident and to have my grades recalculated and changed based on my performance. This will allow my academic record to reflect my true abilities and prevent me from being disadvantaged academically as the result of a serious accident and related injuries.

Thank you for your attention to this matter. Please let me know if I can answer any questions or provide additional information. You may reach me at 111-555-5555 or sstudenter@email.com. I look forward to your prompt reply. If I haven't heard from you or someone from your office by January 12, I will call to follow up.

Respectfully yours,

**[Signature]**

Suzie Student