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| Appeal Letter Format for College |

Dear Mr. (Mrs.) [name]

            I am writing this letter to appeal readmission to the college. Between the fall and the spring I continuously failed to attend surgery classes due to being extremely busy at work. My work hours did not allow me devoting time to my studies; as a result, I failed the surgery class. Now I am prepared to devote myself to professional studies, and to achieving the basic educational objectives. I am confident that my readmission will lead me to better professional achievements and will help me align my professional goals with strategic educational requirements.

            Because of my being busy at work, and because of my increasing devotion to professional growth, I failed my surgery classes. I realize the importance of education for my future career, and I also realize the need for aligning my professional strivings with educational achievements. Unfortunately, the period between 2007 and 2008 turned out to be a complete educational failure to me. I was trying my best to maintain stability in education, but due to the difficulties I was facing at work I would not be able to successfully complete the semester.

            I understand that the situation is not warranted, and that I risk losing a chance to become a student again. I also realize the seriousness of the situation that may prevent me from graduating from college. Simultaneously, educational failures may minimize my chances to become a professional in my field of studies. My failures were the result of unavoidable circumstances. I understand that my workload may not be a good justification for my failures in college, but the situation was totally beyond my control, and I am prepared to facing the difficulties of the learning process. I am asking you to grant me with another opportunity to become an integral part of your college. I appreciate the time you have taken to read this letter and to consider an opportunity for my readmission.

Sincerely,