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| Appeal Letter Outline |

# Current Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Appeals Committee:

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