|  |
| --- |
| An Appeals Letter To Formally Review A Complaint |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Introduced by:** [Your Name (ID Number)]

**[**Your Address]

[Your Phone number]

**Subject:** [Reason for appeal summed up in a few words]



**To Whom It May Concern** [or the name of the person to whom you are writing]**:**

**I am writing to you in regards to** [Insert issue i.e.“a grade I received from…”]. **The grounds on which I wish to appeal are that** [i.e. “there was an error in calculating or recording a grade, the decision of theteacher/the principal/the community superintendent/the Board of Education was manifestly unreasonable, there was evidence of prejudice or bias on the part of one or more of these people mentioned above”].



[Include relevant information i.e. course name, teacher, course grade, etc.]

|  |  |  |
| --- | --- | --- |
| 1. | [Insert detailed reason #1.] | These detailed reasons should explain your intent and reason for |
| 2. | [Insert detailed reason #2.] | Bringing up the resolution. Include relevant dates, times, and names |
| 3. | Insert detailed reason #3.] | And any corresponding policies, regulations, or school policies. |
|  |  |  |

**1**



**2**



**3**



**Therefore, I am requesting your reconsideration of this issue. If there is any additional information I could provide to you that would expedite this matter, please feel free to contact me. Thank you for your time and consideration of this important matter.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Sincerely,** | |  |  |
|  |  |
|  |  |  |  |
| [Your Signature] | |  |  |
|  |  |
|  |  |  |
| [Your Typed Full Name] | |  |  |
|  |  |