

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Title/Position]
[Institution's Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally appeal my academic dismissal from [Institution's Name]. I am truly sorry for not meeting the academic standards required and respectfully ask for a reconsideration of my status.

During the past semester, I encountered significant challenges that affected my academic performance, including [briefly mention any personal, medical, or other verifiable issues]. I understand that these circumstances impacted my ability to maintain satisfactory grades.

I am committed to improving my academic standing and have taken proactive steps to address the issues I faced. I have [mention any specific steps taken, such as meeting with a counselor, developing a study schedule, or engaging with academic support services]. Given another opportunity, I am confident in my ability to meet and exceed the expectations set forth by the institution.

I am deeply committed to my education and believe that I can contribute positively to the [college/university] community if reinstated. I would be grateful if you reconsider my dismissal and allow me the chance to prove myself.

Thank you for considering my appeal. I am willing to provide any additional information or documentation if needed. I look forward to the possibility of continuing my education at [Institution's Name].

Sincerely,
[Your Name]