

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[University's Name]  
[Department Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Appeal Against Expulsion

I hope this letter finds you well. I am writing to respectfully appeal the decision regarding my expulsion from [University's Name]. I acknowledge the seriousness of the situation and fully understand the reasons behind this decision. However, I humbly request your compassionate consideration of my circumstances.

Due to [briefly explain the reason, e.g., unforeseen personal issues, health challenges, family emergencies], my academic performance was significantly impacted during the last semester. This was not a reflection of my capabilities or commitment to my studies. I take full responsibility for not addressing these issues earlier and would greatly appreciate the opportunity to rectify this situation.

I am determined to improve my academic standing and have already [mention any proactive steps you have taken, such as seeking counseling, academic support, etc.]. I am fully committed to adhering to the university's academic standards and contributing positively to the campus community. I kindly ask for the chance to continue my education at [University's Name], which is very important to me. I am willing to comply with any conditions or plans suggested to demonstrate my commitment to this appeal.

Thank you for considering my request. I am hopeful for a favorable response and the opportunity to prove myself capable of success at [University's Name].

Sincerely,  
[Your Name]