[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Institution's Name]
[Department]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Appeal Against Plagiarism Accusation
I hope this message finds you well. I am writing to formally appeal the plagiarism accusation regarding my [Assignment/Project/Thesis] titled "[Title]" submitted for [Course Name or Reference Number] on [Submission Date]. I am committed to maintaining the highest standards of academic integrity and believe this accusation arises from a misunderstanding that I am eager to clarify.

Firstly, I assure you that any instance of improper citation in my work was entirely unintentional. I strive to uphold academic honesty in all my endeavors, and I recognize the importance of proper attribution. My intention was to contribute an original piece reflective of my comprehensive research and understanding.

Upon receiving the notification of the accusation, I closely reviewed my submission and identified [briefly describe any issues, such as citation errors or unintentional omissions]. I am prepared to provide [additional documentation, corrected version, or any supporting evidence] that demonstrate my commitment to properly acknowledging all sources and rectifying any oversight.

Moreover, I am ready to engage in any further review or discussion and am open to receiving guidance on how to ensure this situation does not recur. I have already taken steps to [mention any actions you have taken, such as consulting a writing advisor or utilizing plagiarism detection tools] to enhance my understanding and application of proper citation techniques.

I kindly request a reconsideration of my case or the opportunity to discuss this matter further in person. I am confident that a thorough review will confirm my dedication to academic integrity and my intention to learn and grow from this experience.

Thank you very much for your attention to this matter. I look forward to your understanding and support in resolving this issue favorably.

Sincerely,
[Your Name]
[Your Student ID (if applicable)]
[Course Name or Reference Number]
[Signature (if sending a hard copy)]