The Letter of Appeal is your opportunity to explain the extenuating circumstances that led to your academic standing. The following tips are intended to help you prepare a clear, concise, and compelling Letter of Appeal:

**FORMAT**

Your Letter of Appeal should be formatted as a professional letter to include:

- Date
- Professional greeting and complimentary closing
- Subject line and body

Basic sample letter templates are available in Microsoft Word. The letter should be between one to two pages in length formatted as 10-12 point basic font.

**CONTENT**

- Review academic eligibility standards and the appeal for probation instructions before writing your Letter of Appeal. Note: See the “Important Resources and Appeal Preparation Tips” section of the Appeal for Probation page for detailed information that will help you prepare a thorough appeal.
- Be honest and factual. The appeals committee wants to know that you understand the circumstances that led to this point. How did you get here? What have you learned?
- Be clear and specific. Do not include details that are not related to your appeal request or your main message. Include relevant dates and event details.
- Be brief. It is more work to write a good, short letter than a long, drawn out narrative. The appeals committee would appreciate the extra effort that it takes for you to write concisely.
- Be compelling. Clearly explain how your situation has improved. How have you demonstrated resilience and persistence?
- Proofread your letter. A Letter that is free of grammatical errors and spelling mistakes makes a better impression that one riddled with errors. If you are comfortable with doing so, ask a trusted friend, teacher, or advisor to read over your letter.

**FINAL TIPS**

- Make copies of your Letter for your personal records.
- Be sure to submit your appeal application in advance of due date.