APPEAL LETTER TEMPLATE

<Your name & SID>

<Your address & te lephone number>

<Date>

# Title

Faculty of< ...>

Univers ity of Sydney NSW 2006

# To Whom It May Concern:

**Introductory paragraph** - I am writing to appeal the recent decision issued on< ...> to ...

**State your understanding of why the Faculty made the decision.** E.g. I understand the Faculty made this decision because...

**Body paragraph** - Expla in your grounds for appeal and why you think the wrong decision has been made. Re inforce whatever you want the Facu lty to consider. Consider... procedural unfairness, or that your circumstances were not fully considered.

# Explain the relevant decision / circumstances in chronological order.

E.g. on < date > my study was effec ted by <...>

# I ask the Faculty to consider the following explanation of circumstances that have affected my studies...

**Include evidence** <of the problem and/ or the solution> **to support your statement/each of your main points.**

E.g. Examples ...

Decision from relevant Facu lty/body

Lett er of suppo rt - (name of write r) Medical Cer t ificate

Statutory Declaration

**In summary, <...>** sta te your desired ou tcome

E.g. I kindly request the Faculty to uphold my appeal and... The outcome I seek is...

Independent re-mark

Re -assess men t Special conside ration

Co ntinue in my degree, having shown cause

# Yours sincerely,

< your name>

**Attachments** - List here