

Graduation Requirement Appeal Letter Template

Dear Graduation Committee,

I am writing to appeal the decision regarding my completion of graduation requirements for the [Degree Program] at [University/Institution Name]. I believe that there may be circumstances that have been overlooked and would like to provide additional information for your consideration.

[Explain any challenges or unforeseen circumstances that have affected your ability to meet the graduation requirements, any steps you have taken to address these challenges, and your commitment to completing the necessary coursework.] I am dedicated to obtaining my degree and achieving my educational goals.

I kindly request a review of my graduation requirements and hope for a positive reconsideration.

Your understanding is crucial to my academic progress.

Thank you for your time and consideration.

Sincerely,