

# SAMPLE TEMPLATE FOR AN APPEALS LETTER TO FORMALLY REVIEW A COMPLAINT

Date \_\_\_\_\_

**Introduced by:** [Your Name (ID Number)] \_\_\_\_\_  
[Your Address] \_\_\_\_\_  
[Your Phone number] \_\_\_\_\_

**Subject:** [Reason for appeal summed up in a few words] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To Whom It May Concern** [or the name of the person to whom you are writing]: \_\_\_\_\_

**I am writing to you in regards to** [Insert issue i.e. "a grade I received from..."]. **The grounds on which I wish to appeal are that** [i.e. "there was an error in calculating or recording a grade, the decision of the teacher/the principal/the community superintendent/the Board of Education was manifestly unreasonable, there was evidence of prejudice or bias on the part of one or more of these people mentioned above"].

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Include relevant information i.e. course name, teacher, course grade, etc.]

1. [Insert detailed reason #1.]
2. [Insert detailed reason #2.]
3. Insert detailed reason #3.]

These detailed reasons should explain your intent and reason for bringing up the resolution. Include relevant dates, times, and names and any corresponding policies, regulations, or school policies.

**1** \_\_\_\_\_  
\_\_\_\_\_  
**2** \_\_\_\_\_  
\_\_\_\_\_  
**3** \_\_\_\_\_  
\_\_\_\_\_

**Therefore, I am requesting your reconsideration of this issue. If there is any additional information I could provide to you that would expedite this matter, please feel free to contact me. Thank you for your time and consideration of this important matter.**

**Sincerely,**

[Your Signature] \_\_\_\_\_

[Your Typed Full Name] \_\_\_\_\_

Resources: MCPS Regulation JFA-RA – Student Rights and Responsibilities (appeals process-Sample Appeal Letters - A Comprehensive Health Insurance Website <http://www.healthsymphony.com/appeal.htm>)