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Date

Financial Aids Appeal Committee

Platt College (Office of Financial Aid)

Dear Committee:

Paragraph # 1

This letter is to appeal to the financial aid committee so I may continue receiving federal financial aid at Platt College. The reason(s) I have not met satisfactory academic progress is

- Explain in detail any extenuating circumstance(s) that contributed to your current academic standing.
- Provide documentation supporting your extenuating circumstance if possible (medical records, funeral announcement, etc.)

Paragraph # 2

Explain how circumstances have changed and will allow you to perform at a satisfactory level.

- Changes you have identified as beneficial in any of the following areas: academics, activities, family, social, work, etc.
- Explain the tools you will use (ex: tutoring, workshops, etc.)

Paragraph # 3

Conclude with reiterating why the committee should consider your appeal, and explain a specific action plan that you will follow to attain academic success. Use specific examples.

- What are your goals for next quarter and how will you achieve them?

Sincerely,

Student Name

Contact Information