

# APPEAL LETTER TEMPLATE

**Student's Full Name on Record**

**WVU Student ID #**

**WVU MIX Email Address**

**Phone Number**

**Street Address**

**City, State and Zip Code**

**To whom it may concern:**

**First paragraph:** clearly explain the incident for which you are appealing. Be as specific as possible.

**Example:** On January 24, 2021, I was found responsible for an incident where I allegedly drank while underage. This incident allegedly took place on High Street on the night of December 20, 2021.

**Second paragraph/section:** write out the reasons for your appeal.

**Example:** I should not be held responsible for this because...

**Third paragraph/section:** describe any supporting documents you are including with your appeal. Include all related documentation that you would like the Appellate Officer to review.

**Example:** Medical documents, documentation of citation dismissal, etc.

**Conclusion:** add any final remarks you would like the Appellate Officer to consider. Please be respectful.

**Sincerely,**

**(Signature)**

**WVU Student Name**

**ID #**