DATE

Marie Kristine Fuller

Head of Scholarship Committee

College of Colorado

156 Hancock Street

Colorado Springs, CO 80903

Dear Miss Fuller:

I am writing to appeal for the reconsideration of the dismissal of my scholarship at NAME OF SCHOOL for the STATE SEMESTER of SCHOOL YEAR due to the incomplete set of grades that have been sent to your committee.

On CITE A RELEVANT DATE, a technical issue has occurred to the INSERT SCHOOL DEPARTMENT resulting in the breakdown of their computers. Due to this, the professors of the said department had to compute the grades once again. Consequently, they were not able to comply with the deadline that you have provided for the submission of the final grades.

The failure of the professors to send the grades on time has incurred most of their students to receive an incomplete grade for the semester. An apology letter from the SCHOOL DEPARTMENT is hereby attached together with this appeal letter.

Thank you so much for taking the time to read my plea.

Sincerely,

NAME

DESIGNATION (IF ANY)