**Financial Aid Appeal Letter**

Date

Financial Aid Appeal Committee

The University of Northwestern Ohio

1441 N. Cable Rd.

Lima, OH  45805

Dear Committee:

Paragraph One:

 This letter is to appeal to the Financial Aid Appeal Committee so I may continue receiving Federal Financial Aid at the University of Northwestern Ohio.  The reason I have not met Satisfactory Academic Progress is…

 Explain in detail what special circumstance(s) caused your inability to maintain the grades

required to use financial aid.

 Provide documentation supporting your special circumstance if possible.

Paragraph Two:

 Despite the difficulties I experienced, I will raise my GPA level and successfully complete

courses.  In order to improve my grades I have developed the following strategy.

 Provide detailed steps on how you will obtain good grades and raise your GPA

 Explain the tools you will use and the frequency of their use (ex: Learning Lab, etc.)

Paragraph Three:

 Conclude with reiterating why the committee should consider your appeal, and summarize your academic plan.

Sincerely,

Student Name

Student Number

Student Address

Student Phone Number