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To Whom It May Concern,

This morning I received a letter of dismissal from Byrd University. I am aware that my grades have been very low the last two semesters. This is my own fault and I take full responsibility. I write this appeal letter to explain the cause and to ask you to please consider reinstating me in the fall.

My poor grades were not due to low ability or too much partying like you might imagine. Instead my grades have been suffering because I have been trying to juggle too much between work and school. Last year my family informed me that they would no longer be able to help pay for my tuition. As a result I have been trying to take on a full course load while working full time and still participating in extracurricular activities. I now realize that I took on too much. In the future I plan to cut back my work hours and my course hours and to drop the extracurricular activities.

Nothing is more important to me than graduating and I plan to make my schoolwork a priority.

Sincerely Yours,

Emilee Pointe