

# Financial Aid Appeal Example 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