

Letter Structure

Name
Address
Phone Number
Email Address
Student Number

The Re-Enrolment Appeal Committee
STAR - Student Administration
UNSW Sydney 2052

Date

Dear Sir/Madam

Section One (One paragraph)

Give an initial summary of the reasons for your appeal such as problems that you believe have affected your studies in the course/s you have repeatedly failed.

Section Two (No more than three paragraphs)

Outline the nature of the problems and how it/they have impacted on your studies over all of the affected course/s.

This section can be laid out in sub-headings with short explanations referring to supporting documentation.

Section Three (No more than two paragraphs)

How you have rectified, or intend to rectify, the problems so that any further attempts in the failed course/s or course rule/s will be successful.

Yours sincerely

Student Name