

## 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 ability to complete your program within the maximum time.

### **Section Two (No more than three paragraphs)**

Outline the nature of the problems and how it/they have impacted on your studies.

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

### **Section Three (No more than two paragraphs)**

Provide an explanation as to how you intend to complete your program and the timeframe within which you expect to complete it.

Yours sincerely

Student Name