

Date
Your Name, ID#
Your Address

Reading Area Community College
10 S. Second St.
Reading, PA 19603

Dear Appeals Committee:

I am writing to request an appeal for my financial aid...

Reason why you are in financial aid trouble...

What happened that put you into this situation...

What you plan to do to improve your success in the next semester...

I ask that I be allowed to continue financial aid for the _____ semester. If there is any other information that you need, please feel free to contact me at any time. I look forward to being back at RACC and being successful in completion of my degree.

Sincerely,

(signature)

Your Name