

SAMPLE SAP APPEAL LETTER

Date

Your Name

Street Address

City, State, Zip Code

PCCC Student ID

PCCC Financial Aid

Financial Aid

1 College Boulevard

Paterson, New Jersey 07505

RE: SAP Appeal Letter for Spring 2022 – PCCC Student ID#0000000

Dear PCCC Financial Aid:

I, *Your Name*, am a student of *grade level* student at PCCC. I am submitting this letter with my SAP Appeal Form to explain my circumstance that contributed to my unsatisfactory status.

What happened: In this paragraph explain in detail the circumstance.

What has changed: In this paragraph explain how the circumstance has been resolved. Include steps you have taken or will take that will help you succeed in the next term.

Attached are the supporting documents verifying my circumstance:

1. *Name of document*
2. *Name of document*
3. *Name of document*

Thank you for the consideration.

Sincerely,

Your Name