

Example Formal Letter for Appeal

Below is a template to create the formal letter for the allocation appeal process. Please note that your formal letter does not have to be identical to the one shown. This template merely serves as a guide for what the S.G.A. is looking for in a formal appeal letter.

T E M P L A T E

[Insert Date]

Dear Student Government Association,

The members of [insert organization] would like you to reconsider our allocation request for the fall semester. We are asking for [cost] for [item/material/event]. [Explain why item/material/event costs this amount and why it will benefit the student body. Please go into detail.]

Attached along with this letter is documentation that supports the amount requested above.

Thank you for considering this allocation appeal. If you have any questions, please contact [contact person] at [contact e-mail address/or cell-phone number].

Sincerely,

[President]
[Organization name]
[President's contact information]

NOTE: Please provide, along with this formal letter of appeal, the necessary documentation and information to support your allocation appeal request.