Sample Letter

Date: Today’s Date

Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: John B. Student

Statement: I wish to appeal my federal aid ineligibility as a result of failing to meet satisfactory progress requirements during the Spring Semester, 200-.

Situation: I was involved in an automobile accident on March 11, 20--. I was hospitalized and in traction for two weeks because of a broken leg. After release, I needed to have physical therapy every day for six weeks. Because of these factors, I was unable to complete the semester and therefore, did not meet satisfactory progress requirements.

Documentation: I have enclosed the following documentation:

1. A statement from my physician showing that I was under his care during the above time frame, and why. The statement also shows that my doctor released me to return to school on May 11, 20--.
2. A copy of my hospital bill showing the dates of my stay.
3. A statement from my physical therapist indicating my therapy schedule.

Sincerely,

*John B. Student*