Your address

Your phone number

Your email address

Date

Senate Appeals Committee

Dear Sir/Madam

***Re: Intimation of intention to appeal***

I write to notify you of my intention to submit a Senate Appeal against the decision to (insert decision being appealed against). I was advised of this decision on (date).

The grounds for my appeal are relevant new evidence has emerged which could not reasonably have been produced to the College Appeals Committee; **and/or** there has been defective procedure by the College in its disposal of the appeal; **and/or** the disposal at College level was manifestly unreasonable.

(delete as applicable)

I will submit my formal appeal form within the next 20 working days, as stipulated in the current University Regulations.

Yours sincerely

Your name

Student ID number

Degree course of study