To

Mrs. Elisha Gates

Chairperson, Management Board

Ohio University

Dated: 08.20.2015

Dear Mrs. Gates

Subject: Financial Aid Suspension Appeal Letter

I am writing this letter to you on behalf of the entire English department, Ohio University to appeal to you to revoke the financial aid of Miss. Riya Gupta, roll no. 21.

It has been observed in the last few months that Miss Gupta has been very irregular in college, has not submitted assignments on time and her grades have been bad continuously. To add to that she has been working full time in the university café for 4 days in a week. The main reason why she was provided with this scholarship was because she is an international student and her guardians were not able to pay for her education. But things have changed now.

Please find attached all the necessary documents that substantiate our cause. I hope you will do the needful and suspend the financial aid. If any other information is needed from our side, please contact us on 9XXXXXXXXX.

Yours Sincerely

Melina Merceniac

HOD, English Department

Ohio University