**To**

**[The Recipient]**

**Subject: Suspension revoke request for [XYZ]**

Dear Sir,

My name is Andrew. I am having roll number 123 and am a student in 10th grade in your school. I was caught red-handed while cheating during the annual exams. As a result of my shameful act, School disciplinary committee inflicted the punishment of suspension from school for 30 days. I am ashamed of what I did in my biology paper. My act is wrong, and I fully deserve this punishment, but I still want to appeal against my suspension from school.

On [date], during a biology paper, the invigilator on duty caught me red-handed while cheating through microcopies of a question. I was presented before the disciplinary committee along with my paper. The committee decided to cancel my paper along with my suspension from school for 30 days. Whatever was done was wrong, but I want to let you know that it was done because I was under pressure for a reason. My mother is a cancer patient. I could not focus on my studies because I had to stay with her in the hospital due to her illness.

My exams were around the corner, and I was not fully prepared. Therefore, I could not handle the extreme pressure of the final exam and after thinking a lot, I decided to get through it by opting for the wrong way. I know I am a wrongdoer and I take full responsibility for my actions. But, on the other hand, I want to request you not impose this penalty on me because I was compelled to do so under extreme pressure.

This suspension will affect my study career in a negative way. Owing to my discipline violation, no college will accept my admission and my whole career will be destroyed thereafter. According to the disciplinary policy of the school, if a student gets involved in any wrong activity for the first time, his punishment can be minimized or waived completely.

I have always been a good student and getting excellent marks throughout. To err is human, considering this fact in mind, I request you accept my appeal against the suspension and waive my punishment completely. I hope you will review your decision before imposing the proposed penalty on me. Please give me another chance to rectify my mistake so that I would regain my trust.

Yours obediently.

[Your Name]  
[Class/Reg#]