

# Petition Template

Date: \_\_\_\_\_ **Ref / Sub** \_\_\_\_\_

Addressee's Name \_\_\_\_\_ Addressee's Title \_\_\_\_\_

(Addressee's Address) \_\_\_\_\_

**Dear \_\_\_\_\_ / To whom it may concern**

I am writing to appeal my academic dismissal from \_\_\_\_\_. I was supposed to appear for \_\_\_\_\_ examination on \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_, 2012 for the \_\_\_\_\_ semester. However, I could not appear for the examinations as I was suffering from \_\_\_\_\_ during this period. I was hospitalised for \_\_\_\_\_ at the \_\_\_\_\_. I was in no condition to appear for the examinations. I intimated the university about this through a written document.

As per college laws I am entitled to appear for these two papers whenever I have been certified Healthy by the medical examiner. I sent the application for appearing in these exams along with medical certificate of fitness. However, I got no intimations in this regard. When I contacted the examination department about this they said I didn't need to appear as I have been dismissed from the institute. I was shocked and felt confused and mental anguish as it is not my fault.

Please take appropriate action and inform me. I have followed the rules and regulations towards this end and I deserve the right to appear for the remaining two examinations.

I have enclosed copies of Intimation of Absence, University Examination Schedule, Medical Prescriptions, Treatment Record and Medical Certificate for your reference.

**Thank you.**

**Sincerely,**

Your Signature \_\_\_\_\_

Your Name \_\_\_\_\_