**Sample Letter from Centre/College to Learner in respect of a successful Appeal**

Date, Learner Name, Address

**Re: APPEAL/S**

Dear Learner,

Your appeal in respect of «Component Code and Title» has been successful and a grade of «Amended Grade» has been awarded.

Your statement of results has been amended and QQI will issue you with a new Certificate. Your appeal fee of €40.00 will be reimbursed in due course.

Yours sincerely,

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Principal /Centre Coordinator/Designate