**Sample Letter from Centre/College to Learner in respect of an Unsuccessful Appeal**

Date, Learner Name, Address

**Re: APPEAL/S**

Dear Learner

I am writing to you in regard to an appeal submitted for «Component Code and Title »

This appeal has been unsuccessful and there is no change in grade.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Centre Coordinator/Designate