Akira Ichijo

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May 1, 20##

Bruce Powers  
Academic Dean  
XXXX University   
678 University Rd.  
Nowehereville, ID 67890

Dear Mr. Powers,

Up until March 31st, 20XX I was your bona fide student in the Faculty of Business and Commerce (student ID: RFW/33564/20). I was suspended by the University Senate for alleged involvement in a demonstration.

However, I was never even present at the university when all that was happening. I have attached a sworn affidavit to show course, that I indeed was out of town when all that was happening.

In light of these facts, I request that you reconsider your decision about my suspension. In case of any further issues, please feel free to reach me on phone at your own convenience.

I greatly appreciate you taking the time to read this and the attached document. I am happy to meet with you any time to discuss this further.

Respectfully,

Akira Ichijo (signature hard copy letter)

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