

Essay on yuan young

[Business](#), [Management](#)



Business Department

Financial Aid Office

Dear Sir,

Ref: APOLOGY FOR MISSED EXAMS

I have, with great regret, received the dispatch from your information desk. The dispatch (which informed me of stopped financial aid) got me unexpectedly almost causing trauma. Thus it took me some time before making this reply.

I hereby write to appeal to your office to revisit your decision with the following considerations. First I concur with the board that I was in error not to sit for the examinations. In the material week that the exams were taken, I was forced to fly back to my home country China for my grandmother's burial. While I have in the past missed very personal and important events at home, the closeness between me and my grandmother, and the importance of my presence in the burial ceremony forced me to travel to China.

In my appeal, I would also like to bring to the attention of your office the extent to which the financial aid is vital to me. I am a family woman though young in marriage. The little earnings that I have are almost entirely consumed taking care of a child from my husband's prior marriage. The financial aid has always come in handy to cater for my tuition fees.

I highly regard the management of the college and of your office. It is my belief that you will grant my appeal and review your decision in my favor. I

have already written to examination's board requesting to take supplementary papers for the missed exams (copy of letter attached). By means of this letter, I promise to always uphold the guidelines lay down by your office and the management of the college. Looking forward to your positive feedback