

[Your Name]
[Your Street Address]
[Your City, State & Zip Code]

[Today's Date]

University of Missouri - St. Louis
International Student Services
261 Millennium Student Center
One University Blvd
St. Louis, MO 63121, USA

Subject: Transfer Credit Ruling Appeal

To Whom It May Concern:

[Introductory Paragraph]

- Who you are and why you are writing
- The name of the course
 - Example: Introduction to Chemistry A
- The name of the university where the course was taken
 - Example: The University of Ollscoil, located in <country>
- If available, an official English language website for the department or course
 - Example: The University of Ollscoil Chemistry Department website is <http://www.ollscoil.ollscoil/chemistry/>.

Body of the Letter- Make Your Case

- Provide Relevant Information with the Source
 - Example: "Students from yyyy University in the US who study abroad at the University of Ollscoil receive credit for Chemistry 1. (www.yyyy.edu/credit/Ollscoile/) Students at zzzz University receive credit for Chemistry 101. (www.zzzz.edu/Ollscoile_credit/) In the University of Missouri - St. Louis Course Equivalency Database, yyyy University's Chemistry 1 and zzzz University's Chemistry 101 are both equivalent to CHEM 1111. (<https://myview.umsl.edu>)"

Closing Paragraph

- Thank the person for reading your request
- Invite them to contact you if they need more information
- Provide your contact information
 - If providing an email address, please be sure to check your junk mail regularly while the course is being reevaluated]

Sincerely,

[Your Signature]
[Your Name Typed]
[Your Student Number]
[Your Email Address]