



6.18e – Cork ETB QQI External Appeal Sample Letters from Campus/Centre to Learner

The campus/centre should ensure that they directly communicate with the learner on the outcome of an appeal and are welcome to use the following sample letters:

(a) Sample successful letter from campus/centre to learner

Date, Learner Name, Address

Re: QQI EXTERNAL APPEAL/S INSERT MONTH AND YEAR

Dear Learner

Your appeal in respect of «Component Code» 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,

Principal /Campus/Centre Manager

(b) Sample Letter from centre to learner in respect of an unsuccessful appeal

Date, Learner Name, Address

Re: QQI EXTERNAL APPEAL/S INSERT MONTH and YEAR

Dear Learner

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

This appeal has been unsuccessful and there is no change in grade. Your certificate has been issued with **(Insert Month and Year Assessment)** Certificates.

Yours sincerely

Principal/Centre Manager