

Letter of Appeal for Academic Probation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To the Academic Review Committee,

I hope this letter finds you well. I am writing to formally appeal my recent academic probation status due to my inadequate academic performance during the past semester. I would like to provide context regarding the personal hardships I faced that significantly impacted my studies.

Over the past semester, I encountered unforeseen challenges, including [briefly explain your personal hardship, e.g., a family illness, mental health struggles, financial difficulties]. These circumstances made it incredibly difficult for me to focus on my academic responsibilities and maintain the level of performance expected in my coursework.

I take full responsibility for my academic standing, and I assure you that I am committed to improving my performance. Since then, I have [explain any steps taken to address the situation, such as seeking counseling, tutoring, or other support]. I have also developed a comprehensive plan to better manage my time and workload moving forward.

I kindly request that you reconsider my academic probation status, as I believe that with the support and adjustments I have made, I can return to satisfactory academic standing. Thank you for your understanding and consideration of my appeal. I am eager to move forward positively and contribute to our academic community.

Sincerely,

[Your Name]

[Student ID Number]