

Academic Probation Appeal

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip]

Subject: Appeal for Academic Probation

Dear [Recipient's Name],

I am writing to formally appeal my academic probation status following the [specific semester/year] due to my current GPA of [GPA]. I acknowledge the challenges I faced during this period which led to my academic performance declining significantly.

During the past semester, I encountered unexpected personal challenges, including [briefly explain circumstances, e.g., illness, family issues], which impacted my ability to manage my coursework effectively. I have also taken steps to adjust my course load by [mention any course adjustments, e.g., reducing number of courses, switching to pass/fail options] to focus on my academic recovery.

I have re-evaluated my study habits and time management strategies. I am committed to improving my academic performance and have sought assistance from [mention any tutoring services, counseling, or academic support resources]. My goal is to achieve a GPA of [target GPA] by the end of the next semester.

Thank you for considering my appeal. I appreciate your understanding and support during this challenging time. I look forward to the opportunity to demonstrate my commitment to my academic success and to the [University Name] community.

Sincerely,

[Your Name]

[Student ID Number]