

# Academic Probation Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University/College Name]

[Department Name]

[Address]

[City, State, Zip Code]

## **Subject: Appeal for Academic Probation**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal my academic probation status due to my recent struggles that have significantly impacted my academic performance.

Over the past semester, I faced considerable mental health challenges that hindered my ability to focus on my studies and maintain my usual performance. [Briefly explain your mental health issues, e.g., anxiety, depression, etc.], which required medical attention and ongoing support. I sought therapy and am actively working towards recovery, but unfortunately, these issues affected my grades.

I am committed to my education and have taken proactive steps to address my mental health. [Mention any actions you have taken, e.g., seeking counseling, joining support groups]. I believe that with the appropriate support and resources, I can return to my previous academic standing.

I kindly request reconsideration of my academic probation status, as I am determined to improve and ensure that my future performance reflects my dedication to my studies. I appreciate your understanding and consideration of my circumstances.

Thank you for your time and attention to my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID Number]