

# Academic Probation Appeal Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Graduate Program Coordinator's Name]  
[University Name]  
[Department Name]  
[University Address]  
[City, State, Zip Code]

Dear [Graduate Program Coordinator's Name],

Subject: Appeal for Academic Probation

I am writing to formally appeal my academic probation status as a graduate student in the [Your Program Name]. Due to [briefly explain your circumstances, e.g., personal issues, health problems, etc.], I faced significant challenges during the [specific semester or year], which adversely affected my academic performance.

Despite these challenges, I am committed to improving my academic standing and have taken the following steps to ensure my future success: [list specific actions taken, such as attending tutoring sessions, meeting with academic advisors, etc.].

I am aware of the importance of maintaining a satisfactory GPA, and I assure you that my dedication to my studies has not wavered. I am kindly requesting a reconsideration of my probation status, as I believe that with the support and resources available to me, I will be able to achieve my academic goals.

Thank you for considering my appeal. I am looking forward to your positive response and am eager to demonstrate my commitment to my studies.

Sincerely,  
[Your Name]  
[Your Student ID]