

# Academic Probation Appeal

Date: [Insert Date]

**To:**

[Name of the Recipient]

[Title/Position]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I am writing to formally appeal my academic probation status at [Institution Name]. My name is [Your Full Name], and I am an international student enrolled in the [Your Program Name], Student ID: [Your Student ID].

Despite my best efforts this past semester, I encountered several challenges that significantly hindered my academic performance, including [briefly describe your circumstances, e.g., health issues, family emergencies, cultural adjustments]. I take full responsibility for my performance, but I believe these factors have contributed to my current academic standing.

I am committed to improving my academic performance and have developed an action plan that includes [mention specific steps you will take, such as attending tutoring, meeting with academic advisors, or adjusting study habits]. I am confident that with these changes, I will be able to succeed in my studies and return to good standing.

I kindly request the opportunity to discuss this appeal further and elaborate on my circumstances. Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Email Address]