

Academic Probation Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of Academic Affairs

[University Name]

[University Address]

[City, State, Zip Code]

Dear Academic Review Committee,

I am writing to formally appeal my academic probation status for the [insert semester] semester. My student ID number is [insert ID number]. I understand that I did not meet the required academic standards, and I take full responsibility for my performance.

Due to [briefly explain circumstances, e.g., illness, personal issues, workload], my academic performance was significantly affected. I am committed to my education and am taking steps to improve my situation, including [mention any relevant actions such as tutoring, changing study habits, etc.].

I kindly request that you reconsider my probation status so that I may continue my studies and demonstrate my ability to succeed. I am dedicated to improving my grades and maintaining the standards set forth by [University Name].

Thank you for considering my appeal. I would appreciate the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Student ID]