

Academic Probation Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Office of Academic Affairs

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Committee/Advisor's Name],

I hope this letter finds you well. I am writing to formally appeal my academic probation status. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major]. I understand that my academic performance has not met the minimum requirements, which has led to my probationary status.

During the past semester, I faced several unforeseen circumstances, including [briefly explain your challenges, e.g., health issues, family emergencies, etc.]. These factors significantly impacted my ability to perform academically, and I take full responsibility for not reaching out for help sooner.

Since then, I have taken concrete steps to improve my situation, including [mention specific actions you have taken, such as meeting with a tutor, attending workshops, etc.]. I am committed to enhancing my academic performance and am confident that I can achieve a higher GPA moving forward.

I respectfully request that you reconsider my academic probation status. I am eager to demonstrate my dedication to my studies and my capability to succeed at [University Name]. Attached to this letter, you will find [mention any documents you are including, e.g., transcripts, letters of recommendation, etc.].

Thank you for considering my appeal. I hope to have the opportunity to discuss my situation further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Student ID]