

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title/Position]

[Department/Office Name]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal my academic probation status resulting from my [insert GPA or specific issues]. I acknowledge the university's standards and the importance of maintaining satisfactory academic performance. However, unforeseen circumstances significantly impacted my ability to succeed academically during the previous semester.

During [specific semester/term], I faced [briefly explain your unforeseen circumstances, e.g., health issues, family emergencies, etc.]. As a result, I was unable to focus on my studies and fulfill my academic responsibilities as I intended.

Despite these challenges, I have taken proactive steps to address my situation. I have [mention any actions you have taken, such as seeking counseling, utilizing academic resources, or adjusting your study habits]. I believe these measures will significantly improve my performance moving forward.

Therefore, I kindly request that you reconsider my academic probation status. I am committed to working diligently to achieve my academic goals and restore my standing at [University Name]. I would appreciate the opportunity to discuss this matter further and provide any additional documentation if needed.

Thank you for considering my appeal. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Student ID Number]