

# Academic Probation Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Office of Academic Affairs]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name or Academic Affairs Committee],

I hope this letter finds you well. I am writing to formally appeal my academic probation status due to unforeseen family emergencies that have significantly impacted my academic performance.

During the past semester, my family experienced [briefly explain the nature of the family emergency, e.g., a severe illness, financial difficulties, etc.]. This situation required my immediate attention and involvement, which unfortunately affected my ability to focus on my studies.

I take my academic responsibilities seriously and have always strived to maintain a good standing. To address my current situation, I have taken the following steps to improve my academic performance: [list any actions you've taken, such as attending tutoring, meeting with an advisor, etc.].

I kindly request a reconsideration of my academic probation status. I believe that with your support and understanding, I can return to good standing and continue my studies successfully.

Thank you for considering my appeal. I am willing to provide any additional information or documentation if needed. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]