

# Appeal for Academic Probation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title]

[Department/Office]

[University Name]

[University Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to formally appeal my academic probation status, as I believe that my recent performance does not accurately reflect my abilities or commitment to my studies. I am currently enrolled in [Your Program/Department] and have faced several unforeseen challenges that have impacted my academic performance this semester.

## Personal Statement

Throughout my academic career, I have consistently strived to maintain a high standard in my courses. Unfortunately, this past semester was particularly challenging due to [briefly explain reasons for poor performance, e.g., personal issues, health problems, family emergencies]. Despite these hurdles, I took proactive steps to rectify my situation, including [mention any actions taken such as seeking tutoring, meeting with professors, managing time better].

I am fully committed to my education and am taking the necessary measures to ensure improvement in my academic standing. I respectfully request a reevaluation of my academic status, as I am determined to show that I can succeed and contribute positively to the university community.

Thank you for considering my appeal. I am hopeful for a favorable response and am eager to demonstrate my dedication to my studies moving forward.

Sincerely,

[Your Name]

[Your Student ID]