

Academic Probation Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal my academic probation status that I received after the [insert specific term or semester]. I want to share the circumstances that contributed to my academic performance during this time, specifically relating to my mental health challenges.

Throughout the semester, I faced significant mental health difficulties that impacted my ability to focus on my studies and perform to the best of my abilities. [Briefly explain your mental health challenges and how they affected your academic performance.] I understand the importance of maintaining academic standards, and it was never my intention to fall short of them.

Since then, I have taken proactive steps to address my mental health. [Mention any therapy, counseling, or support groups you have engaged with, along with any strategies you are implementing to improve your situation.] I am committed to making the necessary changes to ensure that my academic performance reflects my true capabilities.

I kindly request a reconsideration of my academic probation status in light of these circumstances. I am eager to succeed academically and contribute positively to the university community. I believe that with the support I am currently receiving, I will be able to meet and exceed the academic standards set by the university.

Thank you for considering my appeal. I appreciate your understanding and support during this challenging time. I am willing to discuss my situation further and provide any necessary documentation if needed.

Sincerely,

[Your Name]

[Your Student ID]