

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Office of Academic Affairs
University Name
University Address
City, State, Zip Code

Dear [Academic Affairs Committee/Specific Person's Name],

I am writing to formally appeal my academic probation status and request a reconsideration meeting. My name is [Your Name] and my student ID number is [Your Student ID]. I understand that my academic performance has not met the university's standards, and I take full responsibility for my academic challenges.

[Briefly explain the reasons for your academic difficulties, such as personal issues, health problems, or external circumstances. Highlight any efforts you are making to improve your situation. For example, "During the last semester, I faced significant personal challenges including... However, I am committed to overcoming these obstacles and have taken steps such as..."]

I am fully dedicated to my education and am eager to discuss my situation in detail. I believe that a meeting would provide an opportunity to present my case and explore options for reinstatement into good academic standing.

Please let me know a convenient time for you to meet. I appreciate your consideration of my appeal and look forward to your response.

Thank you for your time and understanding.

Sincerely,
[Your Name]