

Academic Probation Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal my academic probation status as communicated to me on [date of notification]. My student ID is [Your Student ID]. I understand the seriousness of my academic performance and would like to provide context for my situation.

During the [specific term/semester], I faced [briefly explain personal challenges, e.g., health issues, family matters, etc.]. These challenges significantly impacted my ability to focus and perform academically. I take full responsibility for my performance and am committed to improving my academic standing moving forward.

To ensure my success, I have taken the following steps: [list steps taken, e.g., meeting with academic advisor, attending tutoring sessions, etc.]. I believe these measures will help me regain my footing and contribute positively to my academic performance.

I respectfully request that my appeal be considered, and I be allowed to continue my studies without the constraints of probation. I am determined to prove myself and return to good academic standing.

Thank you for considering my appeal. I appreciate your time and understanding. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]