

Academic Probation Consultation Letter

Date: [Insert Date]

To: [Student's Name]

Student ID: [Student's ID]

Dear [Student's Name],

We are writing to inform you that you are currently on academic probation due to your recent academic performance. It is important to address this matter to help you achieve your academic goals.

We would like to schedule a consultation with you to discuss your situation and explore options for improvement. Please contact our office at your earliest convenience to arrange a meeting. Our goal is to support you in developing a plan for academic success.

Suggested meeting times are as follows:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

If none of these options work for you, please suggest alternative times.

We look forward to working with you to ensure your success.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]