

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Faculty Member's Name]

[Department Name]

[University Name]

[University Address]

[City, State, ZIP Code]

Dear [Faculty Member's Name],

I hope this message finds you well. I am writing to formally address my current academic probation status and to provide an explanation for my performance during the last semester.

Due to [brief explanation of circumstances such as personal issues, health problems, or other relevant factors], I found it challenging to maintain my grades above the required threshold. I take full responsibility for my academic standing and am committed to improving my performance. I have already taken steps to address these issues, including [mention any actions taken, such as tutoring, support services, or study plans].

I value my education greatly and assure you that I will put forth my utmost effort to return to good academic standing. I appreciate your understanding and any guidance you may offer during this challenging time.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID]