

Response to Academic Probation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally respond to the notification of my academic probation status dated [insert notification date]. I acknowledge the challenges that have led to this decision and take full responsibility for my academic performance.

In light of this situation, I am committed to improving my academic standing. I plan to [briefly outline your action plan, e.g., attend tutoring sessions, meet with academic advisors, or other support resources you will utilize]. I believe these steps will help me regain good academic standing.

I appreciate the opportunity to address this matter and I am eager to demonstrate my dedication to my studies moving forward. Thank you for your understanding and support.

Sincerely,

[Your Name]