

Academic Probation Notification

Date: [Insert Date]

Dear [Family Member's Name],

We are writing to inform you that [Student's Name] has been placed on academic probation for the [specify term/year] due to [brief reason, e.g., low GPA]. This decision was made following a review of their academic performance.

We understand that this news may be concerning, and we want to assure you that the school is dedicated to supporting [Student's Name] in overcoming these challenges. We recommend that [he/she/they] take advantage of the academic resources available, including tutoring and counseling services.

It is important for [Student's Name] to focus on improving [his/her/their] academic standing during this period. We encourage you to support [him/her/them] in this effort.

Should you have any questions or wish to discuss this further, please feel free to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Title]

[Institution Name]