

# Academic Probation Notification

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that due to your academic performance during the [specify semester/term], you have been placed on academic probation. The academic standards at [University/Institution Name] require that students maintain a minimum GPA of [GPA requirement], and your current GPA is [Current GPA].

As a result of being placed on academic probation, your eligibility for the [Name of Scholarship] has been affected. We understand that this may be concerning, and we want to encourage you to take the necessary steps to improve your academic standing.

If you believe you have extenuating circumstances that should be considered for scholarship reconsideration, we invite you to submit a formal appeal by [appeal submission deadline]. Please include any documentation that supports your case along with a statement outlining your plans for improving your academic performance.

We are here to support you during this time, and we encourage you to reach out to [Academic Advisor's Name/Office] for guidance and resources available to help you succeed.

Thank you for your attention to this important matter. We wish you the best as you work to improve your academic performance.

Sincerely,

[Your Name]

[Your Title]

[Department, University/Institution Name]

[Contact Information]