

Letter of Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter to provide an explanation regarding my academic dismissal from [University Name] for the [specific term/semester/year]. I take full responsibility for my academic performance, and I want to share the circumstances that contributed to my challenges during that time.

[Briefly explain the personal, medical, or unexpected circumstances that led to your academic difficulties. For example, you may discuss health issues, family emergencies, or other significant life events.]

Despite my efforts to overcome these challenges, I was unable to maintain the academic standards expected by the university. I understand the importance of academic integrity and commitment, and I am truly remorseful for my performance.

Since my dismissal, I have taken proactive steps to improve my situation. [Describe actions you have taken, such as seeking counseling, enrolling in tutoring, or addressing health issues.] I am now in a much better position to succeed academically and am committed to demonstrating this in the future.

I kindly ask for your understanding and consideration of my situation. I am hopeful that you will allow me the opportunity to return to my studies and prove my dedication to my education.

Thank you for taking the time to read my letter. I look forward to discussing my situation further and hope to have the chance to contribute positively to [University Name] once more.

Sincerely,

[Your Name]