

# **Inquiry Regarding Academic Dismissal Process**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the academic dismissal process at [University Name]. I would like to understand the guidelines and the procedures that are followed in such situations.

Specifically, I am interested in the following aspects:

- The criteria that lead to academic dismissal.
- The process through which students are notified of their dismissal.
- Any opportunities for appeal or reconsideration.
- Resources available for students facing dismissal.

Your assistance and clarification on these matters would be greatly appreciated as I seek to navigate this process effectively. Thank you for your support.

Sincerely,

[Your Name]