

Request for Reconsideration of Academic Dismissal

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[University Name]

[Department Name]

[University Address]

[City, State, ZIP]

Dear [Recipient's Name],

I am writing to formally appeal my academic dismissal from [University Name]. I understand the reasons for my dismissal, and I take full responsibility for my academic performance. However, I believe there are significant extenuating circumstances that warrant a reconsideration of my case.

[Briefly explain the circumstances that affected your academic performance, such as health issues, personal challenges, or external factors. Include specific examples and relevant dates.]

Since my dismissal, I have taken proactive steps to address these issues, including [mention any changes made, such as tutoring, counseling, or any other relevant measures]. I am committed to improving my academic standing and am confident that I can succeed if granted another opportunity.

I kindly request that you review my case and consider allowing me to continue my studies at [University Name]. I am eager to demonstrate my commitment to my education and to contribute positively to the university community.

Thank you for considering my request. I look forward to the possibility of discussing this matter further.

Sincerely,

[Your Name]