

Request for Academic Probation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for academic probation instead of dismissal from [University/College Name]. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major]. My student ID is [Your Student ID].

Unfortunately, my recent academic performance has not met the institution's standards due to [briefly explain circumstances, e.g., personal challenges, health issues, etc.]. I take full responsibility for my academic standing and recognize the importance of rectifying this situation.

During the upcoming semester, I am committed to improving my academic performance. I have already taken steps to seek academic support, including [mention any tutoring, counseling, or study groups you plan to engage with]. I am eager to demonstrate my potential and commitment to my studies.

I kindly ask for your understanding and support in granting me academic probation instead of dismissal. This opportunity would allow me to improve my grades and work towards fulfilling my academic goals.

Thank you for considering my request. I am hopeful for a positive response and am determined to succeed.

Sincerely,
[Your Name]
[Your Contact Information]
[Date]