

Letter of Explanation Regarding Academic Performance Issues

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an explanation regarding my academic performance during the [insert semester/year] at [insert institution name].

Unfortunately, I faced several challenges that significantly impacted my ability to perform to the best of my abilities. These challenges included [briefly describe the issues, such as health problems, family issues, or personal obstacles].

Despite my efforts to manage these difficulties, they affected my concentration and ability to meet deadlines for assignments and exams. I understand the importance of maintaining academic standards, and I take full responsibility for my performance.

Moving forward, I have implemented strategies to address these challenges, including [mention any support systems, tutoring, or counseling services]. I am committed to improving my academic standing and would appreciate any additional support or advice you may have.

Thank you for your understanding and consideration of my situation. I am looking forward to your guidance on how I can enhance my academic performance moving forward.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]