

Mitigating Circumstances Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Consideration of Mitigating Circumstances

Dear [Recipient Name],

I am writing to formally request consideration of mitigating circumstances regarding my academic suspension from [Program Name] at [University Name]. I acknowledge the seriousness of my academic performance and wish to explain the circumstances that have contributed to my situation.

During the [specific time period], I encountered [briefly describe the circumstances, e.g., health issues, family emergencies, etc.], which significantly impacted my ability to succeed in my studies. [Provide additional details if necessary while maintaining professionalism.]

I take full responsibility for my academic performance and am committed to improving my situation. I have taken steps to address the challenges I faced, including [mention any actions taken, such as counseling, tutoring, etc.]. I kindly ask for the opportunity to continue my studies and demonstrate my ability to succeed academically.

Thank you for considering my request. I hope to discuss this matter further and to outline a plan to ensure my academic success going forward.

Sincerely,

[Your Name]

[Your Student ID Number]