

# Letter of Acknowledgment

Date: [Insert Date]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to acknowledge the low grades I received in [specific subject/course] for the [specific term/semester]. I understand that my performance did not meet the required standards, and I take full responsibility for my lack of focus and commitment.

Moving forward, I am committed to improving my academic performance. I have already taken the following steps: [List specific actions, e.g., attending tutoring sessions, creating a study schedule, seeking help from teachers]. I am determined to regain your trust and demonstrate my ability to succeed.

Thank you for your understanding and support. I appreciate any further guidance you might provide as I work to improve.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Class/Grade]