

# Academic Probation Warning

Date: [Insert Date]

Dear [Student's Name],

We are writing to inform you that due to your academic performance, you have been placed on academic probation for the [Insert Semester/Year]. As per our records, your current GPA is [Insert GPA], which falls below the required minimum standard of [Insert Minimum GPA].

This status indicates that you are at risk of not meeting the academic requirements necessary to remain enrolled at [Insert Institution's Name]. We encourage you to seek assistance and utilize the available resources such as tutoring, academic advising, and counseling services.

Please schedule a meeting with your academic advisor by [Insert Deadline] to discuss strategies for improving your academic standing.

We believe in your potential and are here to support you during this challenging time.

Sincerely,

[Your Name]  
[Your Position]  
[Institution's Name]  
[Contact Information]