

Probation Advising Letter for Grade Appeal

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

We are writing to inform you that your recent academic performance has led to your probationary status. As such, we encourage you to formally appeal your grade for [Course Name/Code]. It is important to take this opportunity seriously, as it plays a significant role in your academic standing.

To initiate the grade appeal process, please follow these steps:

1. Review your course syllabus and grading rubric.
2. Gather any relevant materials (assignments, exams, etc.) that support your case.
3. Submit a written appeal letter to [Instructor's Name/Department] by [Deadline Date].

In your appeal letter, please include the following details:

- Your full name and student ID
- Course details (name, code, and semester)
- A clear explanation of the reason for your appeal
- Any supporting evidence that backs your claim

We recommend that you also meet with an academic advisor to discuss your situation and explore potential resources available to you during this time.

Thank you for your attention to this matter. We wish you the best in your appeal and encourage you to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]