

# Academic Probation Notification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. This letter serves as a formal notification regarding your academic standing at [Institution Name]. As of the [Insert Semester/Year], you are currently on academic probation.

Your current GPA stands at [Insert GPA], which is below the required minimum of [Insert Minimum GPA]. We understand that this might be a challenging time for you, and we want to offer our support as you work towards improving your academic performance.

To assist you, we recommend the following steps:

- Meet with your academic advisor to discuss your academic plan.
- Utilize campus resources such as tutoring services and study groups.
- Participate in workshops focused on study skills and time management.
- Set specific, attainable goals for each course this term.

Please schedule a meeting with your academic advisor by [Insert Deadline] to create a personalized plan for your success. It is crucial to address this situation promptly.

If you have any questions or need additional support, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Department Name]

[Institution Name]

[Contact Information]