

Academic Accountability Notification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you about your academic performance for the [specific term/semester]. As part of our commitment to academic accountability, we want to make you aware of the following:

1. Current GPA: [Insert GPA]
2. Course(s) of Concern: [List Courses]
3. Attendance Record: [Insert Attendance Information]

It is essential that you take these concerns seriously. We encourage you to schedule a meeting with your academic advisor to discuss strategies for improvement and available resources to support your academic journey.

Please take the necessary steps to address these issues. Your success is important to us, and we are here to help you achieve your academic goals.

Best regards,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]