

Professor [Last Name],

I hope this message finds you well. I am writing to formally acknowledge the recent feedback regarding my academic performance in [Course Name]. I understand that I have failed to meet the required standards and I take full responsibility for my shortcomings.

I appreciate your guidance and support throughout the course, and I recognize the importance of maintaining high academic standards. I am committed to making the necessary improvements and would be grateful for any advice you could provide to help me enhance my performance moving forward.

Thank you for your understanding and patience. I look forward to your advice and hope to rectify my standing in your class.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]