

Appeal for Adjustment of Academic Probation Terms

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[University/College Name]

[Office of Academic Affairs]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the terms of my academic probation status as communicated to me on [date of communication]. I understand the importance of maintaining satisfactory academic progress and take my responsibilities as a student seriously.

Recently, I faced [briefly explain the circumstances that led to your academic difficulties, e.g., personal issues, health problems, etc.], which impacted my performance. Since then, I have taken proactive steps to improve my situation, including [mention specific actions taken such as tutoring, counseling, etc.].

I kindly request a reconsideration of my probation terms, specifically [mention the specific adjustments you are seeking]. I believe these adjustments will provide me the necessary support to succeed academically and fulfill my potential as a student.

Thank you for considering my appeal. I appreciate your understanding and support, and I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID Number]