

Petition for Academic Support

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Institution's Name]. I am writing to formally request academic support for [briefly explain your situation, e.g., difficulties in a specific course, health issues, etc.].

Due to [explain your circumstances, e.g., unforeseen circumstances, personal challenges], I have faced challenges in maintaining my academic performance. This has led me to seek temporary academic support to ensure that I can succeed in my studies.

I am requesting [specific type of support needed, e.g., tutoring, extension on assignments, counseling, etc.], which I believe will greatly assist me in overcoming these challenges and enhancing my academic experience.

Thank you very much for considering my petition. I am hopeful for your understanding and support. If needed, I am available to discuss this further and provide any documentation supporting my request.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]