

# Academic Probation Advisory

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Program of Study: [Insert Program]

Dear [Insert Student Name],

We are writing to inform you that you have been placed on academic probation due to your current academic standing. To continue your enrollment in [Insert Program], it is important that you take the necessary steps to improve your academic performance.

Please be advised of the following conditions and recommendations:

- You must achieve a minimum GPA of [Insert Required GPA] by the end of the next semester.
- Attend all classes and engage actively in course activities.
- Meet with your academic advisor regularly to discuss your progress.
- Utilize campus resources such as tutoring and counseling services.

Your academic success is important to us, and we are here to support you in this process. Please do not hesitate to reach out should you have any questions or need assistance.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Department]

[Insert University/College Name]