

Academic Probation Warning

Date: [Insert Date]

Dear [Student's Name],

We are writing to inform you that due to your academic performance, you have been placed on academic probation. Your current GPA is below the required minimum of [Insert GPA Requirement], and we believe it is important for you to be aware of your academic standing.

This status means that you must take immediate steps to improve your grades during the upcoming semester. We encourage you to seek assistance from academic advising or tutoring services to help you succeed.

Please schedule a meeting with your academic advisor by [Insert Deadline] to discuss your situation and create a plan to help you regain good academic standing.

We value your education and are here to support you through this process.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]