

Academic Progress Warning Letter

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

This letter serves as a formal warning regarding your academic progress at [Institution Name]. Our records indicate that you are not currently meeting the minimum academic standards.

Specifically, we have noted the following concerns:

- [List specific courses/grades or GPA deficiencies]
- [Any other relevant information]

It is important to take immediate action to address this situation. We recommend scheduling a meeting with your academic advisor to discuss your options and develop a plan for improvement.

Please remember that maintaining good academic standing is critical for your future success, and we are here to support you in this process.

If you have any questions or would like to set up a meeting, please do not hesitate to contact me at [Advisor's Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Institution Name]