

Academic Probation Warning

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that your academic performance during the [Insert Semester/Year] has not met the required standards set by [Insert Institution's Name]. As a result, you have been placed on academic probation.

Your current GPA is [Insert GPA], which is below the minimum requirement of [Insert Minimum GPA]. We strongly encourage you to take this matter seriously and seek assistance through our academic support services.

Please note that being on academic probation may affect your eligibility for scholarships and participation in extracurricular activities.

We recommend scheduling a meeting with your academic advisor to discuss strategies for improving your academic standing. We believe in your potential and are here to support you.

If you have any questions or need further information, please do not hesitate to reach out to our office.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Contact Information]