

# University Name

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Dear [Student Name],

We are writing to inform you of your academic suspension from [University Name] due to non-compliance with academic regulations. This decision has been made in accordance with the university's policies outlined in the student handbook.

As per our records, you have not met the academic standards required in the following areas:

- [Insert specific regulation or requirement 1]
- [Insert specific regulation or requirement 2]
- [Insert specific regulation or requirement 3]

Your suspension will take effect from [Insert Suspension Start Date] and will last until [Insert Suspension End Date]. During this period, you are not permitted to attend classes or participate in any university activities.

You have the right to appeal this decision. Should you wish to do so, please submit your appeal in writing to the Academic Review Board by [Insert Appeal Deadline].

If you have any questions regarding this matter, please feel free to contact the Office of Academic Affairs at [Insert Contact Information].

We understand that this may be a difficult time, and we encourage you to utilize our academic support services.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[University Name]

[Insert Contact Information]