

Academic Probation Appeal Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Office of Academic Affairs
University/College Name
Address
City, State, Zip Code

Dear [Committee/Advisor's Name],

I am writing to formally appeal the academic probation status placed on my record due to my GPA falling below the required standard. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major].

Despite my best efforts, I faced several challenges during the past semester, including [briefly explain personal, medical, or other challenges]. These circumstances significantly impacted my academic performance.

I have taken proactive steps to address these issues, such as [mention any steps taken, like seeking tutoring, meeting with an academic advisor, etc.], and I am committed to improving my academic standing. My goal is to achieve a GPA above the required threshold and to continue my studies successfully.

Attached are my academic plan and supporting documents that demonstrate my commitment to academic improvement. I kindly ask the committee to reconsider my probation status based on this information.

Thank you for considering my appeal. I appreciate your understanding and support.

Sincerely,
[Your Name]
Student ID: [Your Student ID]