

Letter of Reconsideration for Academic Probation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Department's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a reconsideration of my academic probation status. I understand that my academic performance in [specify semester/year] has not met the required standards, and I take full responsibility for the factors that contributed to this situation.

Over the past semester, I faced [briefly explain any challenges, e.g., personal, health, family issues]. These circumstances affected my ability to focus on my studies, but I have actively taken steps to improve my situation. I have [mention any actions taken, such as seeking tutoring, attending workshops, or meeting with academic advisors].

I am committed to improving my academic performance and I believe that with the support and resources provided by [Institution's Name], I can successfully regain good standing. I am willing to [mention any specific plans, such as enrolling in study groups or taking fewer courses to improve grades].

I kindly ask for your understanding and support in this matter. I appreciate the opportunity to present my case and I hope to discuss this further. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID]