

Request for Reinstatement from Academic Probation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Title]
[University/College Name]
[Department]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request reinstatement from academic probation following my recent academic performance. I acknowledge the challenges I faced that led to this situation and have taken proactive measures to improve my academic standing.

During the past semester, I encountered [briefly explain your difficulties, e.g., personal issues, health problems, etc.], which impacted my ability to focus on my studies. However, I have since [mention actions taken to improve, e.g., attending workshops, seeking tutoring, etc.] and am committed to achieving a higher standard in my academics moving forward.

I believe that with the support of the faculty and resources available at [University/College Name], I can successfully improve my GPA and meet the academic requirements. I respectfully request a meeting to discuss my situation and to outline my plan for improvement in detail.

Thank you for considering my request. I am hopeful for the opportunity to demonstrate my commitment to my education.

Sincerely,

[Your Name]
[Your Student ID]