

# Request for Support During Academic Probation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request support during my academic probation period. As you may know, I have encountered several challenges that have affected my academic performance, and I am committed to improving my situation.

Specifically, I would like to seek guidance on available resources, such as tutoring, counseling services, and academic workshops that can assist me in achieving my educational goals. I believe that with the right support, I can get back on track and demonstrate my capabilities as a student.

Thank you for considering my request. I appreciate any assistance you can provide and look forward to your guidance on how to proceed during this difficult time.

Sincerely,

[Your Name]

[Student ID (if applicable)]