

# Dear [Student's Name],

We hope this message finds you well. We are reaching out to discuss an important matter regarding your current standing in the [Honors Program Name].

As of [Date], we have reviewed your academic performance, and it has come to our attention that you are currently on academic probation due to your [specific reasons, e.g., GPA below threshold, incomplete coursework]. This status necessitates an immediate discussion to support your academic journey and address any challenges you may be facing.

We would like to schedule a meeting with you to discuss your current situation, as well as strategies for improvement moving forward. Please let us know your availability for the week of [Insert Dates]. Our goal is to work collaboratively to help you succeed and remain in good standing within the Honors Program.

If you have any immediate concerns or questions, feel free to reach out to us via email or phone.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Department/Office Name]

[Contact Information]