

Academic Probation Evaluation

Date: [Insert Date]

Recipient's Name: [Insert Recipient's Name]

Recipient's Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about your academic status concerning your financial aid eligibility. As of [Insert Evaluation Date], you are currently on academic probation due to failing to meet the satisfactory academic progress requirements outlined by our institution.

This probationary status requires you to improve your academic performance during the next term. To remain eligible for financial aid, you must achieve a minimum GPA of [Insert Required GPA] and complete [Insert Required Credit Hours] by the end of the semester.

We encourage you to take advantage of the academic resources available, including tutoring services and counseling. Your success is important to us, and we are here to support you.

Please feel free to reach out to the Financial Aid Office or your academic advisor if you have any questions regarding your status or if you need assistance in creating an action plan for the upcoming term.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Institution Contact Information]