

Academic Probation Update

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Program: [Insert Program]

Dear [Student Name],

We hope this message finds you well. We are writing to inform you of your current academic status following your recent transfer to [Insert Institution Name]. As of [Insert Date], you have been placed on academic probation due to your cumulative GPA falling below the minimum requirement of [Insert GPA Requirement].

This status indicates that you will need to improve your academic performance during the upcoming semester to be in good standing. We recommend that you take the following steps to help you succeed:

- Meet with your academic advisor to discuss your academic plan.
- Attend tutoring sessions for any challenging courses.
- Utilize campus resources such as study workshops and counseling services.

Please note that maintaining a minimum GPA of [Insert Required GPA] is essential for your continued enrollment at [Insert Institution Name]. We believe in your potential to succeed and are here to support you along the way.

If you have any questions or need assistance, please do not hesitate to reach out to the Academic Affairs office at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Institution Name]