

Letter of Academic Recovery Strategy

Date: [Insert Date]

Dear [Student's Name],

We hope this letter finds you well. As part of our commitment to supporting your academic journey, we would like to outline a personalized Academic Recovery Strategy tailored to help you achieve success in your studies.

1. Assessment of Current Status

After reviewing your recent academic performance, we have identified the following areas that require attention:

- Low grades in [Subject/Subjects]
- Missed assignments in [Course/Courses]
- Attendance concerns in [Class/Class Schedule]

2. Goals for Improvement

We encourage you to set the following goals:

- Achieve at least a [target grade] in [Subject/Subjects]
- Complete all outstanding assignments by [due date]
- Maintain consistent attendance for the remainder of the term

3. Action Plan

To achieve these goals, we propose the following action plan:

- Schedule weekly check-ins with your academic advisor
- Attend tutoring sessions for [Specific Subjects]
- Utilize campus resources such as [Library, Writing Center, etc.]

4. Support Resources

We recommend the following support resources:

- [Counseling Services Contact Information]
- [Tutoring Center Contact Information]
- [Study Groups Information]

5. Follow-Up

We will meet again on [Follow-Up Date] to assess your progress and make any necessary adjustments to your strategy. Your success is our priority, and we are here to support you every step of the way.

Best regards,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]