

Credit Recovery Plan

Date: [Insert Date]

Dear [Student's Name],

We are reaching out to discuss your academic progress and the steps we can take together to support your success. As you are aware, we have identified some areas where you may need additional support in order to recover academic credits.

Credit Recovery Plan Overview

Your current academic standing has prompted us to implement a Credit Recovery Plan tailored to your needs. The following components will be included:

- **Assessment:** A review of your current grades and the subjects requiring recovery.
- **Intervention:** Additional tutoring sessions and assistance from our teaching staff.
- **Timeline:** A structured timeline outlining when specific work must be completed.
- **Support Resources:** Access to online resources, study groups, and mentorship options.

Action Steps

Please schedule a meeting with your academic advisor within the next week to discuss this plan in detail and address any concerns you may have.

Commitment to Success

We believe in your potential and are committed to helping you succeed. Your hard work and dedication are key to accomplishing your academic goals.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]