

# Financial Aid Reinstatement Request

Date: [Insert Date]

Office of Financial Aid

[University/College Name]

[University Address]

Dear Financial Aid Officer,

I hope this message finds you well. My name is [Your Name], and I am a [Your Major] student with student ID [Your Student ID]. I am writing to formally request the reinstatement of my financial aid following my recent academic probation.

Unfortunately, during the last semester, I faced [briefly explain circumstances that led to academic issues, e.g., health problems, personal issues, etc.]. These challenges significantly impacted my academic performance, resulting in my current status on probation.

Since then, I have taken proactive steps to address these issues. I have [mention actions taken, such as meeting with an academic advisor, improving study habits, utilizing campus resources, etc.]. I am committed to achieving a higher GPA and regaining good standing.

I kindly ask for your consideration in reinstating my financial aid, as it is vital for my continued education and success at [University/College Name]. I appreciate your understanding and support in these challenging times.

Thank you for considering my request. I am looking forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]