

To Whom It May Concern,

My name is [Your Name], and I am a student at [University Name], majoring in [Your Major]. I am writing to formally appeal my academic probation status, which was communicated to me on [Date of Notification].

My current GPA is [Your GPA], which falls below the required academic standard due to [briefly explain the reasons, e.g., personal circumstances, health issues, etc.]. I understand the importance of maintaining academic performance and take full responsibility for my situation.

Since receiving the notification, I have taken proactive steps to improve my academic standing, including [mention any relevant actions, such as seeking tutoring, speaking with academic advisors, etc.]. I believe that with continued effort and support, I can meet the standards expected by the university.

I kindly ask for your consideration in reviewing my circumstances and allowing me an opportunity to demonstrate my commitment to my studies. I am eager to discuss this matter further and provide any additional information needed.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]