

Academic Probation Appeal

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[University's Name]
[University's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal my academic probation status as communicated to me on [date of notification]. I take full responsibility for my academic performance during the [specify semester/term], and I genuinely understand the seriousness of my current standing.

During the past semester, I encountered [briefly explain circumstances impacting your performance, e.g., personal issues, illness, etc.]. Despite these challenges, I have made a committed effort to improve my situation by [highlight any steps you've taken, such as seeking tutoring, academic counseling, etc.].

I am requesting a reconsideration of my probation status because [provide compelling reasons, e.g., specific actions taken to improve, academic plans for future success, etc.]. I am dedicated to my education and am confident that with the support of the university, I can achieve the academic standards expected.

Thank you for considering my appeal. I would appreciate the opportunity to discuss this matter further and hope for a positive resolution. I look forward to your response.

Sincerely,
[Your Name]
[Your Student ID]