

Formal Appeal for Academic Probation Reconsideration

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

[Dean's Name]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Dean's Name],

I am writing to formally appeal my academic probation status, which I have received due to [briefly state reason for probation, e.g., failing grades, low GPA]. I understand the gravity of my situation, and I take full responsibility for my academic performance during [specify semester or year].

Despite my challenging circumstances, which included [briefly explain any personal issues, health problems, or other factors that affected your performance], I am committed to improving my academic standing. Since then, I have taken proactive steps to ensure my success, including [mention any actions taken--e.g., attending tutoring sessions, meeting with academic advisors, changing study habits].

I respectfully request a reconsideration of my probation status, as I believe that my current efforts demonstrate my dedication to succeeding in my studies. I am willing to discuss this matter further and provide any additional information that may support my appeal.

Thank you for considering my appeal. I appreciate your time and understanding.

Sincerely,
[Your Name]