

Letter of Justification for Appeal

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

Office of Academic Affairs
University Name
University Address
City, State, Zip Code

Subject: Appeal Against Academic Probation Notice

Dear [Recipient's Name],

I am writing to formally appeal the decision of my academic probation as notified on [date of notice]. I acknowledge the concerns highlighted in the notice regarding my academic performance, and I would like to provide context and justification for my situation.

Over the past semester, I faced [briefly explain any significant challenges: personal issues, health problems, family emergencies, etc.]. These circumstances greatly affected my ability to focus on my studies and maintain the required academic standards.

I have taken proactive steps to address these issues, including [mention any actions taken: seeking counseling, tutoring, time management workshops, etc.]. I believe that with the support of these resources, I can improve my academic performance moving forward.

I kindly request a reconsideration of my academic standing based on these circumstances. I am committed to improving my grades and contributing positively to the university community. Thank you for your understanding and consideration of my appeal.

Sincerely,
[Your Name]
[Your Student ID]