

Petition for Academic Probation Waiver

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

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

Dear [Recipient Name],

I am writing to formally petition for a waiver of my academic probation status. I am currently a [your year, e.g., sophomore] majoring in [your major] at [University Name]. Due to [brief explanation of circumstances, e.g., personal health issues, family emergencies, etc.], my academic performance has suffered, resulting in my probation status.

I have taken proactive steps to address these challenges, including [mention any actions taken, such as meeting with academic advisors, attending tutoring sessions, etc.]. I am committed to improving my academic standing and have developed a plan to ensure my success in the upcoming semester, which includes [outline your plan briefly].

I respectfully request that you consider my situation for a waiver of the academic probation requirements. I believe that with the support of the university and my dedication, I can achieve the academic success I desire.

Thank you for considering my petition. I am hopeful for your understanding and support. Please let me know if you need any further information or if there are specific forms I need to complete.

Sincerely,
[Your Name]