

# Request for Reconsideration of Academic Probation

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

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

Dear [Academic Affairs Officer's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my academic probation status. My name is [Your Name], and my student ID number is [Your Student ID]. I understand the circumstances that led to my probation, and I take full responsibility for my academic performance.

Over the past semester, I have faced several challenges that significantly impacted my studies, including [briefly explain your circumstances, e.g., personal issues, health problems, workload]. I have taken steps to overcome these difficulties, including [mention any actions taken, such as seeking academic counseling, attending tutoring sessions, etc.].

I am committed to improving my academic performance and am implementing a structured plan to ensure my success moving forward. I kindly ask for your understanding and consideration of my request for reconsideration of my probation status. I believe that with the support of the university and my renewed focus, I can achieve the academic standards expected.

Thank you for taking the time to review my situation. I appreciate your consideration and look forward to your favorable response.

Sincerely,  
[Your Name]