

Request for Review of Academic Probation Status

[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]

Dear [Academic Review Committee/Specific Person's Name],

I hope this letter finds you well. I am writing to formally request a review of my academic probation status. My name is [Your Name], and my student ID is [Your Student ID]. I am currently enrolled in the [Your Program/Department] at [University Name].

Due to [briefly explain the circumstances that led to academic difficulties, e.g., personal issues, health reasons, etc.], I was unable to meet the academic requirements necessary for good standing. However, I have taken significant steps to improve my situation by [mention any actions taken, such as attending tutoring sessions, meeting with academic advisors, etc.].

As a dedicated student, I am committed to my education and am determined to return to good academic standing. I respectfully request the opportunity to discuss my situation and explore potential options for reinstatement from probation.

Thank you for considering my request. I look forward to your reply.

Sincerely,

[Your Name]

[Your Student ID]