

Request for Academic Standing Review

Date: [Insert Date]

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

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

Dear [Recipient's Name or "Committee on Academic Standing"],

I hope this message finds you well. I am writing to formally appeal my current academic standing at [University Name]. My student ID is [Your Student ID]. I was recently informed that my academic performance has placed me on [academic probation/academic dismissal], and I would like to request a review of my case.

During the [specify semester or academic year], I experienced [briefly explain circumstances that affected your academic performance, e.g., personal challenges, health issues, family emergencies]. Despite these challenges, I am committed to improving my academic performance and have taken steps such as [mention any actions taken to address the issues, like tutoring, counseling, study groups].

I believe that my previous academic record reflects my true capabilities, and I respectfully ask the committee to consider my overall performance and the circumstances that have adversely affected my studies. I am eager to continue my education at [University Name] and am dedicated to making the necessary improvements.

Thank you for considering my appeal. I appreciate any opportunity to discuss this matter further. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]
[Your Student ID]