

Dear [Student's Name],

We hope this message finds you well. We are reaching out to discuss your academic performance during the recent term.

Unfortunately, our records indicate that you are currently experiencing difficulties in your studies, and your grades have fallen below our school's academic standards.

We encourage you to take this matter seriously and seek help. Please consider meeting with your academic advisor or the tutoring center to develop a plan for improvement.

We believe in your ability to succeed and are here to support you in this process. Please feel free to reach out if you have any questions or need assistance.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]