

Academic Appeal Letter Template

Dear [Recipient's Name],

I am writing this letter to appeal the decision regarding my academic status. I have reviewed the circumstances that led to my unsatisfactory performance during the previous semester and would like to provide further information for your consideration.

[Explain the reason for your academic difficulties, such as personal issues, health concerns, or unforeseen circumstances.] I am committed to overcoming these challenges and excelling in my studies. I have developed a comprehensive plan that includes [mention specific steps or strategies you plan to take to improve your academic performance].

I kindly request your understanding and the opportunity to continue my education at [University/Institution Name]. I am determined to prove my capabilities and contribute positively to the academic community.

Thank you for your time and consideration.

Sincerely,