# Student Appeal Letter

Dear [Dean/Principal/Professor],

I am writing to appeal the decision regarding my academic status at [Name of School/University]. I was recently informed that I have been placed on academic probation/dismissal/suspension, and I am requesting that this decision be reviewed.

I want to start by expressing my sincere regret for my academic performance. I acknowledge that my grades have not been up to the standards that are expected of me as a student, and I take full responsibility for this. However, I would like to explain the extenuating circumstances that have impacted my academic performance.

[Here, you can explain the circumstances that have affected your academic performance. This can include health issues, personal issues, family problems, financial difficulties, etc. Be specific and provide any relevant documentation or evidence to support your claims.]

Despite these challenges, I have taken steps to improve my academic performance. [Provide examples of the steps you have taken to improve, such as seeking academic assistance, attending tutoring sessions, working with a counselor or advisor, etc.]

I am determined to succeed academically and I am willing to take any necessary steps to achieve this goal. I believe that with additional support and guidance, I can improve my academic performance and meet the expectations of the school.

Therefore, I respectfully request that my academic status be reconsidered. I am willing to work with any relevant academic departments, advisors or support staff to develop a plan of action that will help me to succeed academically.

Thank you for taking the time to consider my appeal. I appreciate your understanding and support in this matter.

Sincerely,

[Your Name]