

Letter of Explanation Regarding Academic Suspension

Date:

To:

[Academic Office/Dear's Name]

[University/College Name]

Dear ,

I am writing this letter to formally explain the circumstances that led to my academic suspension for the semester/year.

During the period in question, I faced a number of challenges which negatively affected my academic performance, including:

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I have taken the following steps to address these issues and improve my academic standing:

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I sincerely apologize for any inconvenience caused and respectfully request consideration for my reinstatement. I am committed to making significant improvements in my academic performance.

Thank you for your time and understanding.

Sincerely,

Student ID: