

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[University/College Name]
[Department/Office]
[University/College Address]
[City, State, Zip Code]

Dear [Recipient Name],
I hope this letter finds you well. I am writing to address my concerns regarding my current CGPA, which fell below my expectations due to [briefly explain reason, e.g., personal circumstances, challenging courses, etc.].
I understand the importance of maintaining a strong academic record and am committed to improving my performance. During the past [specific timeframe], I have taken steps such as [mention any actions taken, e.g., attending tutoring, meeting with professors, etc.] to regain my footing. I would appreciate any guidance or resources the university may offer to help me navigate this challenging time. Additionally, I am open to discussing possible academic options that could assist in improving my CGPA moving forward.

Thank you for your understanding and support. I look forward to your response.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]