

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Professor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to discuss my current CGPA and some concerns I have regarding my academic performance this semester.

Due to [brief explanation of circumstances affecting your performance, e.g., personal issues, health problems, coursework load], I have found it challenging to keep up with my studies. Despite my efforts, I am worried about how this may impact my overall CGPA and future opportunities.

I would greatly appreciate your guidance on how I might improve my situation moving forward. If possible, I would also like to meet with you to discuss potential strategies for improving my academic standing.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID]
[Your Course/Program]