

[Your Institution's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, ZIP Code]

Dear [Student's Name],

Subject: SGPA Warning Notification

We hope this letter finds you well. This correspondence serves as an official notification regarding your current Semester Grade Point Average (SGPA) for the [specific semester] semester.

As of [date], your SGPA stands at [current SGPA]. This is below the minimum required threshold of [minimum SGPA required] for satisfactory academic progress.

We understand that various factors may affect academic performance, and we encourage you to reach out for support. We recommend scheduling a meeting with your academic advisor to discuss strategies for improvement. Please take this warning seriously and take the necessary steps towards enhancing your academic performance. Continued underperformance may result in further academic sanctions.

If you have any questions or need assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Contact Information]

[Institution's Website]