

YOUR NAME

PNM Grade Point Average Letter

Date: [XX/XX/202X]

To Whom It May Concern,

My name is [Your Name], and I am writing to explain the circumstances that led to my GPA falling below the chapter standard of [insert number here].

[Write a brief explanation of your situation — around 100–130 words.

Examples of helpful content include: medical or mental health challenges, family circumstances, transition difficulties, unexpected academic hardships, or personal obstacles that affected your performance. Focus on the facts and what specifically impacted your GPA.]

I want to emphasize that my current GPA does not reflect my true academic ability or dedication. In the past, [briefly mention strong academic performance, achievements, or work ethic], and I am committed to demonstrating improvement this semester. I have already [list steps you are taking (e.g tutoring, office hours, reduced work hours, improved study habits, etc.)] to ensure stronger performance moving forward.

Despite these challenges, I am very excited about the opportunity to participate in formal recruitment and am committed to approaching the semester with responsibility and focus.

Thank you for your consideration.

Sincerely,

[Your Name]