

# Grade Appeal Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Professor's Name]  
[Course Name and Code]  
[University Name]  
[Office Address]

Dear [Professor's Name],

I hope this message finds you well. I am writing to formally appeal my grade for [specific assignment or course] received on [date]. I have reviewed the grading rubric provided and have some concerns regarding the grading process that I would like to discuss.

Upon reviewing my assignment, I noticed discrepancies between my submission and the grading criteria outlined in the rubric. Specifically, I observed the following inconsistencies:

- **Criteria 1:** [Explain inconsistency]
- **Criteria 2:** [Explain inconsistency]
- **Criteria 3:** [Explain inconsistency]

I believe these factors may not have been fully considered during the grading process, which has significantly impacted my overall grade. I respectfully request a reconsideration of my grade based on the information I have provided.

I appreciate your attention to this matter and look forward to your response. Thank you for your understanding and support.

Sincerely,  
[Your Name]  
[Your Student ID]