

# Grade Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Instructor's Name]

[Course Name]

[Institution Name]

[Institution Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal my grade for [specific assignment/exam/course], which I received on [date]. After reviewing the feedback provided, I believe there may have been a misunderstanding regarding [specific points or criteria].

Upon careful consideration of your comments, I noted that [specific feedback detail] was not entirely clear, and I would appreciate the opportunity to discuss this further. I am seeking clarification on [specific aspects of the feedback], as I believe addressing these points could reflect a different assessment of my work.

I value your guidance and feedback, and I am eager to understand how I can improve in the future. If possible, I would like to schedule a meeting with you to discuss this matter in more detail.

Thank you for your attention to this appeal. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]