

Grade Appeal Letter

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

[Date]

[Instructor's Name]
[Course Name/Course Code]
[Department Name]
[School/University Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal my final exam grade for [Course Name/Course Code], which was posted on [Date]. After reviewing my performance and the grading criteria, I believe there may have been discrepancies in my score.

Specifically, I would like to address [briefly describe the specific issues or discrepancies, e.g., inconsistent grading on particular questions, misunderstanding of the grading rubric, etc.]. If possible, I would greatly appreciate the opportunity to discuss this matter further and review my exam to better understand the grading process.

I am committed to my academic success and appreciate your time and consideration regarding this appeal. Thank you for reviewing my concerns, and I look forward to your response.

Sincerely,
[Your Name]
[Student ID Number]