

# Grade Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

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[Instructor's Name]

[Course Name and Code]

[University/College Name]

[Department]

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## Subject: Grade Appeal for [Course Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal my final grade in [Course Name and Code]. I would like to highlight some extenuating circumstances that significantly affected my performance during the semester.

Despite my best efforts to keep up with the coursework, I experienced [briefly explain the extenuating circumstance, e.g., a medical issue, family emergency, etc.]. As a result, I was unable to [mention specific impacts on your studies, such as missing assignments or poor test performances].

I have attached relevant documentation to corroborate my situation, including [mention any documents, e.g., medical records, letters from counselors, etc.]. I believe that these factors contributed to my overall performance and warrant a reevaluation of my final grade.

I appreciate your understanding and consideration of my appeal. Thank you for taking the time to review my situation. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]