

Grade Appeal Letter

Date: [Insert Date]

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

[Instructor's Name]
[Instructor's Title]
[Course Name]
[University/Institution Name]
[Institution Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal my grade for [Course Name, Course Code] that was recently posted. After reviewing my performance, I believe there has been a miscommunication regarding [specific assignment/grade issue].

During our last discussion about the [specific assignment], I understood that [insert your understanding or clarification given by the instructor]. However, my final grade on this assignment was [insert grade], which did not align with what we discussed.

I would appreciate the opportunity to meet with you to discuss this matter further and clarify any misunderstandings. I am eager to understand your perspective and provide my insights regarding this grade.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]
[Your Student ID]