

Grade Appeal Letter

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title/Position]
[School/University Name]
[Department/Office Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal my grade in [Course Name, Course Code] for the [Semester/Year]. I received a grade of [Current Grade] and would like to present my case for reconsideration based on my academic performance improvement throughout the course.

Throughout the semester, I have made significant efforts to enhance my understanding of the material. Despite facing challenges early on, I actively sought help through office hours, participated in study groups, and utilized supplementary resources. As evidenced by my [mention specific improvement, e.g., scores on recent assignments, tests, or quizzes], I have made consistent progress.

Additionally, I have attached documentation of my improved performance, including [list any relevant attachments, e.g., graded assignments, communication with instructors]. These materials highlight my dedication and the strides I have made in the subject matter.

I respectfully request a reevaluation of my grade considering my improvements and commitment to the course. I believe that a [proposed grade or adjustment] would more accurately reflect my understanding and efforts over the semester.

Thank you for considering my appeal. I greatly appreciate your time and attention to my concerns. I look forward to your response.

Sincerely,
[Your Name]
[Student ID Number]