

Grade Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Instructor's Name]

[Course Title]

[School Name]

[School Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal my participation grade in [Course Title], as I believe there has been a misunderstanding regarding my engagement in class activities.

Upon reviewing the course requirements and my performance throughout the semester, I feel that my contributions have not been accurately reflected in the assigned participation grade. Specifically, I have actively participated in discussions, submitted all required assignments, and collaborated with my peers on group projects. [Provide specific examples if necessary.]

I would appreciate the opportunity to discuss this matter further at your earliest convenience. I am hopeful that we can come to a resolution that accurately reflects my efforts in your class.

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

Sincerely,

[Your Name]

[Student ID]