

Letter of Clarification Regarding Academic Record Inaccuracies

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

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain inaccuracies that I have identified in my academic record at [Institution's Name]. It has come to my attention that the following discrepancies exist:

- [Describe the first discrepancy with details]
- [Describe the second discrepancy with details]
- [Describe any additional discrepancies if applicable]

I kindly ask for your assistance in rectifying these issues to ensure that my academic record accurately reflects my achievements and coursework. I appreciate your attention to this matter and am hopeful for a prompt resolution.

Thank you for your cooperation. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Student ID]