

Request for Revision of Academic Performance

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a revision of my academic performance in [Course/Subject Name], for the [Specify Semester/Year]. After reviewing my recent results and reflecting on my efforts throughout the course, I believe there may be valid grounds for reconsideration.

During the semester, I faced [briefly explain any circumstances that may have affected your performance]. I have attached relevant documentation supporting my situation.

I would appreciate the opportunity to meet with you to discuss this matter further and to explore the possibility of a reevaluation of my work in the course.

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

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]