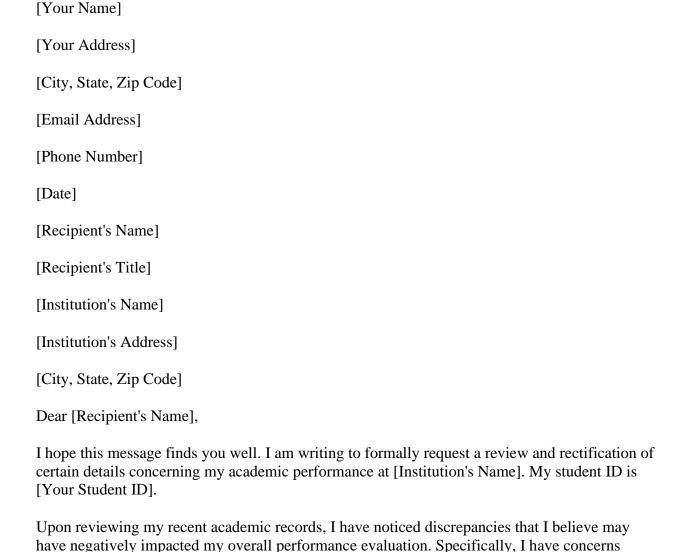
## Formal Request to Rectify Academic Performance Details



important for my academic standing.

Attached to this letter are [mention any supporting documents, e.g., transcripts, email

regarding [briefly state the issue, e.g., incorrect grades, missing coursework]. I kindly request a

correspondence] to aid in the rectification process. I am hopeful for a prompt resolution, as it is

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

thorough review of these details to ensure accuracy.

Sincerely, [Your Name]