

Formal Request to Rectify Academic Performance Details

[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 formally request a review and rectification of certain details concerning my academic performance at [Institution's Name]. My student ID is [Your Student ID].

Upon reviewing my recent academic records, I have noticed discrepancies that I believe may have negatively impacted my overall performance evaluation. Specifically, I have concerns regarding [briefly state the issue, e.g., incorrect grades, missing coursework]. I kindly request a thorough review of these details to ensure accuracy.

Attached to this letter are [mention any supporting documents, e.g., transcripts, email correspondence] to aid in the rectification process. I am hopeful for a prompt resolution, as it is important for my academic standing.

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

Sincerely,
[Your Name]