

Notification of Discrepancy in Student Grades

Date: [Insert Date]

To: [Student's Name]

From: [Instructor's Name]

Subject: Notification of Discrepancy in Your Grades

Dear [Student's Name],

I hope this message finds you well. I am writing to inform you of a discrepancy that has been identified in your grades for the [Course Name] course.

After reviewing the grades submitted, it appears there is a mismatch with the recorded scores for the following assignments:

- [Assignment Name 1] - Recorded: [Recorded Grade], Expected: [Expected Grade]
- [Assignment Name 2] - Recorded: [Recorded Grade], Expected: [Expected Grade]

Please take a moment to review this information. If you believe this is an error, I encourage you to reach out to me by [Insert Deadline Date] so that we can resolve this matter promptly.

Thank you for your attention to this matter.

Sincerely,

[Instructor's Name]

[Position]

[Contact Information]