

# Request for Amendment of Exam Results

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution/Department Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an amendment to my exam results for the [Course/Subject Name] taken on [Exam Date]. My student ID number is [Your Student ID].

Upon reviewing my results, I believe that there may have been an error that affected my final grade. Specifically, I would like to draw your attention to [briefly explain the reason for your request, e.g., calculation error, miscommunication regarding exam format, etc.].

In light of this situation, I kindly request a reevaluation of my exam paper and a thorough review of the circumstances mentioned above. I am confident that upon reassessment, my exam results will reflect my true performance.

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful for a resolution.

Sincerely,

[Your Name]