

Request for Correction in Student Academic Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution's 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 a correction in my academic records. My name is [Your Full Name], and I am a student in the [Program or Course Name] at [Institution's Name], student ID: [Your Student ID].

Upon reviewing my academic records, I noticed that there is an error in [specify the error, e.g., "my final grade for Introduction to Biology," or "my date of birth"]. The correct information is [insert the correct information]. I believe this error occurred due to [brief explanation of how the error may have happened, if applicable].

I kindly request that you review my records and make the necessary correction at your earliest convenience. I have attached [mention any supporting documents, such as transcripts or identification] for your reference.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]