

Letter of Appeal for Academic Performance Evaluation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal the academic performance evaluation I received for [specify course or semester], which I believe does not accurately reflect my efforts and understanding of the material.

During the semester, I encountered [briefly explain any circumstances that affected your performance, such as personal issues, health problems, or other challenges]. These factors significantly impacted my ability to perform to the best of my abilities.

I have attached relevant documentation, including [mention any supporting documents, such as medical records, personal statements, etc.], to provide context for my situation. I believe that a review of my performance in light of these circumstances will warrant a reconsideration of my evaluation.

Thank you for considering my appeal. I am eager to discuss this matter further and hope to reach a resolution that accurately reflects my academic efforts.

Sincerely,

[Your Name]