

Grade Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the grade I received in [Course Name] for the [Term/Year]. My final grade was [Grade], and I believe this does not accurately reflect my performance in the course.

I have reviewed my assignments and assessments, and I respectfully request a reassessment of [specific assignments/exams] due to [specific reasons]. I believe that these factors may not have been considered during the initial grading process.

I appreciate your attention to this matter and look forward to your response. Please feel free to contact me if you need any further information regarding my appeal.

Thank you for your time and consideration.

Sincerely,

[Your Name]