

Letter of Clarification on Grading Decision

Date: [Insert Date]

To: [Instructor's Name]
[Course Name]
[Institution Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to seek clarification regarding my recent grade for [specific assignment/exam name] in [Course Name]. I appreciate the time and effort you invest in grading and providing feedback to all students.

Upon reviewing the feedback and my submitted work, I have some questions regarding [specific aspect of grading, e.g., scoring criteria, comments]. I would greatly appreciate it if you could provide some insight into how my work was assessed, particularly in relation to [specific details].

I am eager to understand your perspective and learn from this experience to improve in the future. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID]
[Your Contact Information]