

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Instructor's Name
Course Name
University/School Name
Address
City, State, Zip Code

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a review of my grade for [Course Name] for the [specific term/semester] term. I have carefully examined my performance and the feedback provided, and I believe there may be a discrepancy that merits further discussion.

Specifically, I would like to address [mention the specific assignment, exam, or aspect of your grade you believe was graded inaccurately]. I have attached [mention any relevant documents, if applicable] to support my request for a review.

I appreciate your time and consideration in this matter, and I am looking forward to your response. Please let me know if there is an appropriate time for us to discuss this further.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Student ID, if applicable]