

Grade Reconsideration Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Instructor's Name]

[Course Name]

[Institution's Name]

[Institution's Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the grade I received for [Course Name] in [Term/Year]. I appreciate the effort you put into our course and the feedback provided, but I would like to discuss my performance further.

After reviewing my assignments and grades, I believe that there may have been some misunderstandings or areas where my work may not have been evaluated according to the stated criteria. Specifically, I would like to address [specific assignment or exam], where I feel my efforts were not fully reflected in my final grade.

If possible, I would appreciate the opportunity to meet with you to discuss this matter further. I am eager to understand your perspective and any specific feedback you may have regarding my work.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]