

Grading Dispute Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Instructor's Name]

[Course Name]

[Institution Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally submit a dispute regarding the grade I received for [specific assignment/exam] in [Course Name] on [Date of Assignment/Exam].

After reviewing the feedback and my submission, I believe that [briefly explain your reasoning for the dispute, e.g., discrepancies, misunderstanding, etc.]. I have attached [mention any supporting documents, if any] for your consideration.

I appreciate your attention to this matter and would welcome the opportunity to discuss this further. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]