

Petition for Grade Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Instructor's Name]

[Course Name]

[School/University Name]

[School Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally petition for a revision of my grade in [Course Name] for the [specific term/semester]. I appreciate the effort you put into teaching the course and understand the challenges associated with grading.

Upon reviewing my performance and the feedback provided, I believe that there may be some factors that warrant a re-evaluation of my grade. Specifically, [briefly explain your reasons, such as discrepancies in grading, improvements you've made, or mitigating circumstances].

In light of this, I would greatly appreciate the opportunity to discuss my grade in more detail, as well as any potential for a revision. I am committed to learning and improving from this experience.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]