

# Request for Re-evaluation of Grades

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title/Position]

[Department/Institution Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a re-evaluation of my grades for [Course Name/Code], which I completed during the [Semester/Year]. My current grade is [Current Grade], and I believe that there may have been discrepancies that warrant a closer review.

Specifically, I have concerns regarding [briefly outline the specific concerns you have, such as test scores, assignment grades, etc.]. I have attached relevant documents and my previous communications regarding this matter for your reference.

I understand that the evaluation process is rigorous and time-consuming, and I greatly appreciate your attention to this request. I am hopeful for a reconsideration of my grade based on the evidence provided.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]