

Subject: Appeal for Understanding Grading Standards

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

[Recipient's Name]
[Position/Title]
[School/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a better understanding of the grading standards applied in [specific course or subject] during [specific term/semester].

After reviewing my recent grades, I have some concerns regarding the assessment criteria and how they were applied to my work. I believe that gaining clarity on these standards will help me understand my performance better and give me guidance for future assignments.

I would be grateful if we could arrange a time to discuss this matter further. I appreciate your attention to this request and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]