

# **Subject: Request for Clarification on Grading Rubric**

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request further clarification on the grading rubric for [specific assignment or course name]. I would like to ensure that I fully understand the criteria and expectations in order to submit my best work.

Could you please provide more details regarding the specific elements that will be assessed and any examples of what constitutes exceptional, satisfactory, and unsatisfactory work? It would be immensely helpful for my preparation.

Thank you for your assistance, and I appreciate your guidance on this matter.

Sincerely,

[Your Name]

[Your Contact Information]