

Inquiry into Grading Policy Changes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[School/University Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent changes to the grading policy that were announced on [Insert Date of Announcement]. As a concerned [student/parent/faculty member], I would like to understand the rationale behind these changes and how they will impact students moving forward.

Specifically, I am interested in the following areas:

- Details regarding the modifications in grading criteria.
- How the changes will affect overall student assessment.
- Support measures for students who may be impacted by this policy.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your dedication to providing clarity on such an important topic.

Sincerely,

[Your Name]