

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the grading policy details for [specific course name or program] at [institution's name]. I would appreciate it if you could provide clarification on the following aspects:

- Criteria for grading assignments and exams
- Weightage of different components in the final grade
- Policies regarding grade discrepancies and appeals

Understanding these details will help me align my efforts with the expectations and standards set forth by the department. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]