

Request for Breakdown of Grading System

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Institution Name]

[School/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed breakdown of the grading system used in [specific course/subject or program name] at [School/Institution Name]. Understanding these details is crucial for my academic planning and performance evaluation.

Specifically, I would appreciate information regarding:

- The weightage of different assignments, exams, and projects.
- The grading scale used to assess performance.
- Any policies regarding late submissions and extra credit opportunities.

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

Sincerely,

[Your Name]