

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the grading scale used for [specific course or assignment] in [semester/year].

As a student who strives for academic excellence, I want to ensure that I have a clear understanding of how my performance is assessed. Specifically, I would appreciate further details on [specific aspects of the grading scale you need clarification on, e.g., percentage breakdowns, grading criteria, etc.].

Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Student ID]