

Request for Information on Grading Practices

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request further information regarding the grading practices implemented at [School/Organization Name]. As a [parent/student/educational professional], I believe that understanding the methods and criteria used for grading is essential for fostering a supportive educational environment.

Specifically, I would like to inquire about the following:

- The grading scale and criteria used for evaluations
- Any policies regarding grade disputes or appeals
- How formative and summative assessments are weighted in final grades
- Opportunities for students to improve their grades

Thank you for your attention to this matter. I look forward to your prompt response and any additional resources you can provide regarding your grading practices.

Sincerely,

[Your Name]