

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Subject: Concern Regarding Academic Evaluation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the academic evaluation process for [specific course or subject] during [specific term or year]. It has come to my attention that there may be discrepancies in the grading system or evaluation criteria that need to be addressed.

Specifically, I have noticed [briefly describe the concern, e.g., issues with grading fairness, lack of feedback, etc.]. This has raised some concerns among students, including myself, about the transparency and effectiveness of the assessment methods being utilized.

I kindly request a meeting to discuss this matter further and to understand the evaluation process better. I believe that addressing these concerns can contribute to a more constructive learning environment for all students.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]