

Request for Course Evaluation Adjustment

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Title]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my evaluation for [Course Title], which I completed on [Completion Date].

While I appreciate the feedback provided, I believe there are specific areas that may not have accurately reflected my performance, particularly [mention specific areas]. I would like to discuss this matter further to ensure the evaluation accurately represents my efforts and learning outcomes.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]