

# Final Grade Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Instructor's Name]

[Course Name]

[Department Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal my final grade for [Course Name] ([Course Code]) for the [Semester/Year] term. My final grade was [insert grade], and I believe this does not accurately reflect my performance in the class.

Throughout the semester, I [briefly describe your efforts, participation, and any relevant circumstances that impacted your performance]. I was expecting a final grade of [expected grade] based on [reasoning].

Upon reviewing my assignments and exam results, I noticed [mention any specific discrepancies or concerns regarding grading]. I kindly request a reevaluation of my work and consideration of the following points: [list any supporting evidence or arguments for your case].

I appreciate your time and understanding regarding this matter. I am open to discussing this further and am hopeful for a positive resolution. Thank you for considering my appeal.

Sincerely,

[Your Name]

[Your Student ID]