

# Grade Correction Request

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a review and correction of my grade for [Course Name] - [Course Code], section [Section Number], for the [Semester/Term] semester.

Upon receiving the final grade of [Your Current Grade], I reviewed my performance and noticed that there may have been an error in the calculation of my final grade. Specifically, [briefly explain the reason for your request, e.g., "I believe my participation points were not included" or "There seems to be a discrepancy with my exam scores"].

I have attached relevant documentation to support my request, including [mention any supporting documents, e.g., assignments, exams, emails]. I appreciate your attention to this matter and would be grateful if we could discuss or review this at your earliest convenience.

Thank you for your understanding and support.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]