

Grading Dispute Notification

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name]

Subject: Grading Dispute for [Assignment/Exam Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally dispute the grade I received for [specific assignment/exam] submitted on [submission date]. I received a grade of [grade received], which I believe does not accurately reflect my performance.

In reviewing the feedback and the grading criteria outlined in the syllabus, I have noted the following discrepancies:

- [Specific reason 1 for dispute]
- [Specific reason 2 for dispute]
- [Specific reason 3 for dispute]

I kindly request a reevaluation of my work in accordance with the grading rubrics provided. I am open to discussing this matter further and would appreciate the opportunity to meet with you.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]