

Grading Error Report

Date: [Insert Date]

To: [Instructor's Name]

From: [Your Name]

Subject: Grading Error in [Course Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally report a grading error I believe I received for [specific assignment, exam, or project] in [Course Name].

Upon reviewing my submitted work and the feedback provided, I noticed [briefly describe the error, e.g., "I received a score of X, but my calculations suggest a score of Y based on the rubric"].

I would appreciate it if you could review my submission for [Assignment/Exam Name] dated [Submission Date]. I have attached a copy of my work for your reference.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]