

Marks Clarification Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/University Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the marks I received for [specific course/exam name] taken on [date]. My student ID is [Your Student ID].

Upon reviewing my results, I noticed some discrepancies that I would appreciate your assistance in clarifying. Specifically, I would like to understand [briefly mention the specific issues or concerns about the marks].

Understanding these details is important for my academic progress, and I would greatly appreciate any insight you could provide. If possible, I would like to arrange a meeting or a call to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Student ID]