

Letter of Appeal for Temporary Grade Exemption

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally request a temporary exemption from [specific grade requirement or evaluation] due to academic challenges I have been facing this [semester/year]. Despite my best efforts, [briefly explain the challenges, e.g., health issues, family emergencies, etc.]. These circumstances have significantly impacted my academic performance.

I believe that my current situation does not accurately reflect my abilities and dedication to my studies. I kindly ask for your understanding and support in granting me this exemption, allowing me to focus on overcoming these challenges while maintaining my standing in the program.

I am committed to improving my academic performance and can provide any necessary documentation to support my appeal. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]