

Academic Evaluation Appeal Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Title/Position]
[Department/School Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal the academic evaluation I received for [Course Name/Title] in [Semester/Year]. I appreciate the time and effort taken by the faculty in assessing my performance, however, I believe there has been a misunderstanding regarding [specific issue or aspect of evaluation].

In my evaluation, I was given a grade of [grade received] which I feel does not accurately represent my understanding and effort in the course. [Provide a brief explanation of your concerns here, including any relevant evidence or examples that support your case.]

Given these circumstances, I kindly request a reassessment of my academic performance in this course. I am confident that a second review will reveal the merit in my appeal. I am willing to provide any additional documentation or meet to discuss this matter further.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID]