

Appeal for Academic Assessment Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University/College Name]

[Department Name]

[Address of University/College]

[City, State, Zip Code]

Dear [Name of the Recipient],

I hope this message finds you well. I am writing to formally appeal for a review of my academic assessment for the course [Course Name], which I completed in [Semester/Year]. I received a grade of [Received Grade] and I believe this grade does not accurately reflect my performance and understanding of the course material.

Upon reviewing my assessments and feedback, I found [provide a specific reason or evidence why you believe the grade is inaccurate, e.g., discrepancies in grading, misunderstanding of the assignment requirements, etc.]. I would appreciate an opportunity to discuss this matter further and provide additional context regarding my performance.

I kindly ask that you consider my appeal for a reassessment of my work in this course. I value my education greatly and am committed to achieving my academic goals. Thank you for taking the time to consider my request. I look forward to your response.

Sincerely,

[Your Name]

[Student ID]