

Appeal Against Academic Grading Decision

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the grading decision I received for [Course Name] for the [Semester/Year]. My final grade was [Grade], and I believe that this decision does not accurately reflect my performance and efforts in the course.

Throughout the semester, I [briefly describe your participation, efforts, or specific incidents that may support your case]. Despite my efforts, the final grade I received does not seem to align with my understanding of the material and my performance on [mention specific assessments or projects].

As per the academic policies outlined in the student handbook, I would like to request a formal review of my grading for this course. I believe that a re-evaluation of my work may result in a different outcome, and I would appreciate the opportunity to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Student ID]