

# Letter of Contestation for Academic Evaluation Results

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department / Office Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally contest the results of my recent academic evaluation for [Course/Program Name] conducted on [Date of Evaluation]. My student ID is [Student ID].

Upon reviewing my results, I believe there are discrepancies that warrant further examination. Specifically, I would like to address [Briefly explain the specific issues, such as grading errors, misinterpretation of answers, etc.].

I have attached relevant documents/evidence supporting my claims for your review. I kindly request a re-evaluation of my performance in light of this information.

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

Sincerely,

[Your Name]