

Request for Reevaluation of Academic Grades

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title/Position]

[Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reevaluation of my academic grades for the [specific course name] class, which I completed during the [semester/year]. My student ID is [Your Student ID].

Despite my efforts in the course, I was surprised to receive my final grade of [grade received]. I believe that my performance on [specific exam or assignment] was not accurately reflected and would appreciate the opportunity for a reassessment.

Enclosed are copies of my assignments and examinations, which I believe support my request for reevaluation. I respectfully ask that you consider this request, and I am willing to discuss this matter further if necessary.

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

Sincerely,

[Your Name]