

Petition for Academic Evaluation Reconsideration

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[University/Institution Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the academic evaluation that I received in [Course Name/Program Name] for the [Semester/Term and Year]. My name is [Your Full Name], and my student ID is [Your Student ID].

Upon receiving my evaluation, I was surprised and concerned about the outcome, particularly regarding [specific aspects of the evaluation]. I believe that there may have been factors that were not fully considered during the evaluation process, which significantly impacted the final grade.

In support of my request, I would like to outline the following reasons for reconsideration:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I kindly ask that you review my case and consider scheduling a meeting to discuss this in more detail. I am confident that a closer examination of my performance will provide clarity and potentially lead to a more favorable outcome.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Program/Department]