

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of my academic evaluation for the [specific subject or course name] conducted on [date of evaluation]. After careful consideration of my performance and the feedback provided, I believe there may have been discrepancies that warrant further examination.

Specifically, I would like to address the following points:

- [Point 1]
- [Point 2]
- [Point 3]

I appreciate the effort that went into my evaluation, and it is not my intention to undermine that process. However, I feel that a review would provide clarity and ensure that my academic record accurately reflects my efforts and capabilities.

Thank you for considering my request. I am looking forward to your response.

Sincerely,

[Your Name]