

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my recent academic performance assessment for [specify course or subject] conducted on [date of assessment].

While I appreciate the feedback provided, I would like to better understand the specific criteria that were used for evaluation and the areas where I might improve. Additionally, I am particularly interested in understanding my performance in [mention specific topics or sections], as it seemed to have a significant impact on my overall score.

Could we possibly schedule a time to discuss this in more detail? I want to ensure that I am on the right track moving forward.

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

Sincerely,

[Your Name]

[Your Student ID]