

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 inquire about an assessment discrepancy I have noticed regarding [Course Name] for the [specific term/semester/year].

Upon reviewing my grades, I observed that my final score does not align with my recorded performance on the various assessments throughout the course. Specifically, I would like to address the following points:

- [Detail the specific assessment or grade discrepancy]
- [Provide a brief summary of your performance that supports your inquiry]

I would greatly appreciate it if you could review this matter and provide me with clarification on how the final score was determined. If necessary, I am happy to discuss this in person or through a virtual meeting at your convenience.

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

Sincerely,

[Your Name]