

Appeal Letter Regarding Grading Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Principal's Name]

[School's Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally appeal the grading discrepancies I have encountered in my recent evaluations for [Course Name/Subject] under [Teacher's Name].

After reviewing my assignments and the grades received, I believe there may have been an error in the assessment of my work. Specifically, [briefly explain the discrepancies, e.g., "my final project received a grade of 70%, whereas I was expecting a higher score based on the feedback provided."]

I have attached relevant documentation that supports my appeal, including [list any documents such as graded assignments, emails, etc.]. I kindly request a review of my grades and a meeting to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Student ID]