

Assessment Feedback Appeal

Date: [Insert Date]

To: [Educator's Name]

[Educator's Position]

[Institution Name]

[Institution Address]

Dear [Educator's Name],

I hope this message finds you well. I am writing to formally appeal the assessment feedback I received for [specific course or assignment name] dated [insert date of feedback]. After reviewing the feedback, I would like to express my concerns regarding [briefly explain reasons for appeal, e.g., specific comments, grading criteria, etc.].

While I appreciate the time and effort you invested in evaluating my work, I believe that my submission demonstrated [mention your perspective or specific points that support your case]. I would be grateful if you could reconsider the feedback and provide further clarification on [specific areas of concern].

I value your expertise and guidance in this matter, and I am committed to improving my performance in your course. Please let me know a convenient time for us to discuss this further or if I should provide any additional information.

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

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]

[Program/Year of Study]