

# Letter of Amendments to Grading Policy

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Institution/Organization Name]

Dear [Recipient's Name],

We are writing to propose amendments to the existing grading policy that aims to enhance fairness and improve student learning outcomes. After careful consideration and feedback from faculty and students, we believe the following changes will better serve our academic community:

## Proposed Amendments:

- Adjustment of grading scale to include [insert proposed scale].
- Implementation of a retake policy for exams under specific circumstances.
- Incorporation of peer assessments into final grades.
- Revision of incomplete grade policies to allow for greater flexibility.

We believe these amendments will contribute positively to the academic environment and help in addressing the diverse needs of our students. We encourage further discussion and feedback on these proposals.

Thank you for considering these amendments. We look forward to your approval and support in implementing these changes.

Sincerely,

[Your Name]  
[Your Title]  
[Your Institution/Organization Name]  
[Your Email] | [Your Phone Number]