

Academic Appeal for Grade Review

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Course Instructor or Department Chair]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the grade I received in [Specify Course Name and Code] for the [Specify Term, e.g., Fall 2023]. I was awarded a grade of [Specify Grade], and I believe there have been misunderstandings or errors regarding my performance in the course.

[Briefly explain your reasoning for the appeal, such as discrepancies in grading, missing work that you believe was graded incorrectly, or extenuating circumstances that impacted your performance. Attach any relevant documentation if necessary.]

Given the circumstances, I kindly request a review of my grade and any relevant materials, including [Include any specific materials you would like reviewed, such as exams, assignments, etc.]. I believe that upon review, it will be clear that my performance warranted a different evaluation.

Thank you for considering my appeal. I appreciate your time and attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]