Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute my final grade for the course [Course Name, Course Code] for the semester [Semester and Year]. My name is [Your Full Name], and I am a student ID [Your Student ID].

After reviewing my grades and the materials submitted throughout the course, I believe that my final grade of [Grade Received] does not accurately reflect my performance and understanding of the course content. Specifically, I have concerns regarding [briefly explain the specific reasons for your dispute, such as grading discrepancies or incorrect evaluations].

I have attached the relevant documents and assignments that support my case for your review. I kindly request that my grade be reevaluated based on this information.

Thank you for considering my request. I look forward to your response at your earliest convenience.

Sincerely,

[Your Name]

[Your Student ID]