

# Request for Academic Reconsideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my grade in [Course Name] for the [Semester/Year].

Throughout the course, I faced several challenges that I believe impacted my performance, including [briefly explain your circumstances, e.g., health issues, family emergencies, etc.]. I have attached relevant documentation that reflects these challenges.

I am respectfully asking for a review of my work in this course, as I believe that my overall performance does not accurately reflect my understanding of the material. I am particularly concerned about my final grade of [Grade] and would appreciate the opportunity to discuss my situation in more detail.

Thank you for considering my request. I look forward to your response and hope for a positive resolution.

Sincerely,

[Your Name]

[Student ID Number]