

Request for Course Grade Modification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Instructor's Name]

[Course Title and Code]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal for a modification of my grade in [Course Title and Code] for the [specific term/semester/year]. My final grade was recorded as [Current Grade], and I would like to request a review of this outcome based on [briefly state your reason, e.g., extenuating circumstances, misunderstanding, etc.].

[Explain your situation in detail, providing any relevant evidence or documentation that supports your appeal. Be concise but thorough.]

I appreciate the time and effort you put into grading our assignments, and I respect your decision-making process. However, I believe that [explain why you think your grade should be reconsidered].

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

Sincerely,

[Your Name]

[Your Student ID]