Grade Appeal Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department]

[Institution Name]

[Institution Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally appeal my final grade in [Course Name] for the [Semester/Year]. I received a grade of [Your Grade], and I believe this does not accurately reflect my performance in the course.

My primary concerns are as follows:

- [Concern 1 with specific details]
- [Concern 2 with specific details]
- [Concern 3 with specific details]

I have attached relevant documents, including [list of documents, e.g., assignments, exams, communications] that support my appeal.

I would greatly appreciate the opportunity to discuss this matter further and seek a resolution. Thank you for considering my appeal.

Sincerely,

[Your Name]