

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient Name]  
[Department Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about the evaluation of my grade in [Course Name or Course Code] for the [Semester/Year]. I have reviewed my assessments and would appreciate clarification regarding the grading criteria applied.

Specifically, I would like to understand [mention any specific concerns or aspects you want clarification on]. I believe that a review of this matter will provide me with a clearer understanding of my performance and the assessments conducted.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Student ID if applicable]