

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Title/Position  
School/University Name  
Address  
City, State, ZIP Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the grading decision for my [specific course name] class, specifically regarding [mention the assignment/exam, e.g., "the final exam" or "Project 1"].

After reviewing my grades, I noticed that my [grade received] was not what I had anticipated based on my understanding of the materials and feedback I received throughout the course. I would appreciate the opportunity to discuss the rationale behind the grading decision, as I believe it is important for my academic growth and understanding.

If possible, I would like to schedule a meeting to go over the grading details. Thank you for taking the time to address my concerns. I look forward to your response.

Sincerely,  
[Your Name]