

# Petition for Reconsideration of Final Grade

Date: [Insert Date]

To: [Instructor's Name]

Subject: Petition for Reconsideration of Final Grade for [Course Name] - [Course Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally petition for a reconsideration of my final grade for [Course Name] - [Course Code], which was posted on [Date Grade was Posted]. After reflecting on my performance throughout the semester and reviewing my grades, I believe there may have been an oversight that affected my final grade.

Throughout the course, I have committed significant effort to engage with the material, participate in class discussions, and complete all assignments on time. I understand that the final grade is based on several components, including [briefly list components, e.g., assignments, exams, participation]. However, I respectfully request that you reconsider my overall performance in light of the following points:

- [Point 1: Provide specific evidence or examples]
- [Point 2: Provide specific evidence or examples]
- [Point 3: Provide specific evidence or examples]

Given these considerations, I kindly ask for the opportunity to discuss my grade further. I am more than willing to meet at your convenience to talk about this matter in more detail.

Thank you for taking the time to read my petition. I appreciate your consideration and look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]