

Request for Grade Adjustment

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a review and adjustment of my grade for [Course Name] in the [Semester/Year]. I appreciate the effort you put into grading and understand the challenges involved.

After reviewing my performance and the feedback provided, I believe that my grade does not accurately reflect my understanding of the material. In particular, I would like to address [specific assignments, exams, or concerns]. I have attached relevant documentation to support my request.

I would greatly appreciate your consideration of my request and any possibility for re-evaluation. Please let me know if you would like to discuss this matter further or if you need additional information from my side.

Thank you for your time and understanding.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]