

Request for Reassessment of Academic Performance

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Title/Position]
[Department/Office Name]
[University/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reassessment of my academic performance in the [specific course or program name] for the [specific term or semester] due to [briefly state the reason, e.g., extenuating circumstances, personal issues, etc.].

Despite my best efforts, [explain briefly what may have affected your performance]. I believe that my performance does not reflect my true capabilities and understanding of the subject matter.

Given these circumstances, I kindly request a review of my grades and academic performance in this course. I am hopeful that a reassessment will provide a more accurate representation of my abilities and efforts.

Thank you for considering my request. I appreciate your time and attention to this matter. I look forward to your response.

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