

Independent Study Assessment Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the assessment outcomes of my independent study project titled "[Project Title]" completed on [Submission Date]. My official student ID is [Student ID Number].

Upon receiving the assessment results, I was surprised to learn that my project was assessed with a grade of [Grade Received]. After reviewing the feedback and the guidelines provided, I believe there are significant areas of misunderstanding regarding my work.

[Insert a detailed explanation of your reasons for the appeal, including any evidence or examples that support your case.]

Given these considerations, I kindly request a re-evaluation of my assessment. I am happy to provide any further documentation or meet in person to discuss this matter at your convenience.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]