

# Academic Appeal for Grade Reconsideration

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[Department]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal my final grade in [Course Name] for the [Semester/Year]. I received a grade of [Your Grade], which I believe does not accurately reflect my performance and understanding of the course material.

Throughout the semester, I put in significant effort, including [briefly mention any relevant details: attending extra help sessions, participating in class, studying for exams, etc.]. However, I received [explain briefly why you believe the grade should be reconsidered, including any discrepancies or misunderstandings].

I kindly ask for a reconsideration of my grade based on the points raised above. I am willing to provide any additional information or meet with you to discuss this matter further.

Thank you for your time and attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]