

Grade Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Department Chair's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Department Chair's Name],

I hope this message finds you well. I am writing to formally appeal my final grade in [Course Name and Code] for the [Term/Year]. My final grade was [Grade Received], and I believe this grade does not accurately reflect my performance in the course.

Throughout the semester, I faced [briefly explain circumstances, e.g., personal challenges, illness], which I believe significantly impacted my ability to perform at my usual standards. Despite these challenges, I consistently [mention any positive contributions or efforts made during the course].

After reviewing my assignments and exams, I would like to discuss specific areas where I believe my work may not have been evaluated fairly. [Mention any particular assignments or exams and reasons for your appeal].

I respectfully request a meeting to discuss this matter further and review my grades in detail. I am hopeful that we can reach a fair resolution. Thank you for considering my appeal.

Sincerely,

[Your Name]

[Your Student ID]