

# Academic Grievance Regarding Final Grades

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

[Date]

**[Recipient Name]**  
[Recipient Title]  
[Department Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my concern regarding the final grade I received in [Course Name and Code] for the [Semester/Year]. My final grade was [Final Grade], which I believe does not accurately reflect my performance in the course.

Throughout the semester, I consistently [mention specific achievements, such as submitting assignments on time, participation in class, or any other relevant accomplishments]. Despite this, I was surprised to see that my final grade did not align with my expectations based on [provide specific examples of assignments or exams and their respective scores].

I respectfully request a review of my final grade, including a reassessment of [mention any specific exams, projects, or assignments you would like to be reviewed]. I believe that this review will demonstrate my understanding of the course material and my efforts throughout the semester.

Thank you for your attention to my concern. I appreciate your time and consideration, and I hope to resolve this matter promptly.

Sincerely,  
[Your Name]  
[Student ID Number]