

Challenge to Grade Assessment Procedure

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

[Instructor's Name] [Course Title] [Institution Name] [Institution Address] [City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally challenge the grade I received for [specific assessment/item] in your [Course Title] class.

After reviewing the feedback and the grading criteria, I believe there may have been a misunderstanding regarding [specific issue]. I would appreciate the opportunity to discuss this matter in more detail and provide additional context regarding my work.

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

Sincerely,

[Your Name]