

Formal Request for Grade Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Instructor's Name]

[Course Name]

[Institution Name]

[Institution Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a review of my grade for [Course Name] for the [specific term or semester]. I received a grade of [insert grade], and I believe a re-evaluation may be warranted based on [briefly state reasons for the request].

I have reviewed the syllabus and the grading criteria, and I feel that [provide any supporting details or evidence]. I kindly ask if you could take the time to reconsider my performance in the course.

Thank you for considering my request. I appreciate your time and understanding. I look forward to your response.

Sincerely,

[Your Name]