

Grade Dispute Appeal

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

[Faculty Member's Name]
[Course Title & Code]
[University Name]
[Department]
[University Address]

Dear [Faculty Member's Name],

I am writing to formally appeal the grade I received in [Course Title & Code] for the [Semester/Year]. My final grade was [Final Grade], and I believe this does not accurately reflect my performance in the course.

Reasons for my appeal include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I have attached relevant documentation to support my case, including [List any attached documents]. I kindly request a review of my work and consideration for a grade reassessment.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]
[Your Student ID]