

Petition for Academic Grade Review

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[University/College Name]

[Department]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of my grade in [Course Name], which I completed during the [Term/Semester/Year]. My student ID is [Your Student ID].

After receiving my final grade of [Received Grade], I have taken the time to reflect on my performance and the factors that contributed to this outcome. I believe there are grounds for reconsideration due to [briefly outline reasons: discrepancies in grading, misunderstanding of course requirements, personal circumstances, etc.].

I would appreciate the opportunity to discuss this matter with you or to review any applicable materials that may support my case for a grade review. I have attached relevant documentation for your reference.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]