

Request for Grade Change Consideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my grade for [Course Name] that I took in [Semester/Year]. My student ID is [Your Student ID].

After reviewing my performance and the feedback I received, I believe that there may have been some miscalculations or misunderstandings regarding my submissions and participation. I would appreciate the opportunity to discuss this further and provide any additional information that may assist in your review.

I understand the importance of maintaining academic integrity, and I assure you that my intention is solely to ensure that my grade accurately reflects my effort and understanding of the course material.

Thank you for considering my request. I would be grateful for the opportunity to meet with you at your earliest convenience. Please let me know a suitable time for us to discuss this.

Sincerely,

[Your Name]