

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

Recipient's Name
Title
Institution/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally object to the evaluation results I received for [specify evaluation or course name] on [date of evaluation]. After careful review of the feedback and assessment criteria, I believe that my performance has not been accurately reflected in the results.

[Insert a brief explanation regarding specific issues with the evaluation, such as discrepancies, misunderstandings, or an appeal to review specific components.]

Given my understanding of the evaluation criteria and the efforts I have put into [explain your work or contributions], I respectfully request a re-evaluation of my results or an opportunity to discuss this matter further.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,
[Your Name]