

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

Recipient Name
Title
Department/Office Name
University Name
University Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal my final grade in [Course Name and Code] for the [Term/Year]. I received a grade of [Your Grade] which I believe does not accurately reflect my performance in the course.

Throughout the semester, I endeavored to adhere to all course requirements and actively participated in class discussions. However, I have some concerns regarding the grading of my assignments and the final exam. I have reviewed the grading rubric provided and would like to request a re-evaluation of [specific assignments or exams, specifying what you believe was graded incorrectly].

I understand the importance of maintaining academic integrity and appreciate the time and effort you have invested in grading. I am simply seeking clarity and fairness in this matter. Enclosed are copies of [attach relevant documents, if applicable] that support my appeal.

I would greatly appreciate the opportunity to discuss this matter further and would be grateful for any guidance you could provide regarding the next steps in this appeal process.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Student ID]