

# Confirmation of Grading Appeal

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

This letter is to confirm the receipt of your formal grading appeal submitted on [Insert Submission Date]. We appreciate your efforts in bringing this matter to our attention.

Your appeal regarding the grade received in [Course Name] for the [Semester/Term] is currently under review. The review process will involve an evaluation by the appropriate department faculty and administrative staff.

You can expect to receive a decision regarding your appeal by [Insert Expected Decision Date]. Please feel free to reach out if you have any questions during this process.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]