

# Grading Appeal Acknowledgment

Date: [Insert Date]

Dear [Student's Name],

Thank you for your recent submission regarding the appeal of your grade in [Course Name]. We have received your appeal request and will begin reviewing the circumstances surrounding your case.

Our team is dedicated to ensuring that all grading concerns are addressed fairly and in a timely manner. You can expect to receive further communication from us within [Time Frame] regarding the next steps in this process.

Should you have any questions or need further assistance in the meantime, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Department Name]

[University Name]

[Contact Information]