

Grading Appeal Confirmation

Date: [Insert Date]

Dear [Student's Name],

We are writing to confirm that we have received your appeal regarding the grading of your undergraduate course, [Course Name], for the [Semester/Year] semester.

Your appeal is currently under review by the grading committee. We understand the importance of this matter to you and appreciate your patience during the review process.

Should we require any further information or documentation, we will contact you at the email address you provided. You can expect to receive a formal response regarding your appeal by [Expected Response Date].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]