

# Grading Appeal Notification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to notify you regarding your recent appeal concerning the grading outcome for [Course Name] that you submitted on [Submission Date]. Your efforts to seek clarity and fairness in this matter are commendable.

After careful consideration of your appeal and the associated documentation, we wish to inform you of the following decisions:

- Your final grade for [Course Name] has been reviewed.
- The revised grade is [New Grade].
- This change has been updated in your academic record.

We understand that this grade has implications for your scholarship application status. We encourage you to reach out to the scholarship committee to discuss your eligibility and any further steps you may need to take.

If you have any questions or require additional information, please do not hesitate to contact our office at [Contact Information].

Thank you for your attention to this matter and for your dedication to your studies.

Sincerely,

[Your Name]  
[Your Title]  
[Department Name]  
[University Name]