

Grading Appeal Receipt Confirmation

Date: [Insert Date]

Dear [Student's Name],

We have received your appeal regarding the grade you received in [Course Name or Code]. Your appeal was submitted on [Submission Date].

Please rest assured that your appeal will be reviewed thoroughly by the academic department. We aim to provide you with a response by [Expected Response Date].

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for reaching out to us.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]