

Grading Appeal Status Update

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to provide you with an update on the status of your grading appeal submitted on [Insert Appeal Submission Date].

After careful review, the appeals committee has completed the assessment of your request regarding the grade you received in [Insert Subject/Class]. We appreciate your patience during this process.

As of now, the committee has reached a decision and [Insert Decision Summary: approved/rejected]. Details regarding the decision are as follows:

- Original Grade: [Insert Original Grade]
- Appealed Grade: [Insert Appealed Grade]
- Final Decision: [Insert Final Grade and Rationale]

If you have any questions or would like to discuss this matter further, please feel free to reach out. We are here to help!

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]