

Grading Dispute Confirmation

Date: [Insert Date]

Dear [Student's Name],

We have received your request regarding the grading dispute for the course [Course Name], section [Section Number]. This letter serves as a confirmation that your dispute has been properly logged and is currently under review.

Your concern was noted as follows:

[Insert Student's Description of Dispute]

The review process may take [Time Frame, e.g., two weeks] to ensure a thorough evaluation. We will notify you via email once a resolution has been reached.

Thank you for your patience during this process. If you have any additional questions or concerns, please feel free to reach out to us at [Contact Email] or [Contact Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Institution Name]