

Grading Reconsideration Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Instructor's Name]

[Course Title]

[Institution Name]

[Institution Address]

Dear [Instructor's Name],

I am writing to formally acknowledge the receipt of my grading reconsideration request for [Course Title]. Thank you for taking the time to review my appeal regarding my final grade of [Current Grade].

I appreciate your attention to this matter and look forward to your feedback following your review. I am hopeful that this process will provide clarity and insight regarding my performance in the course.

Thank you once again for your understanding and support in this matter.

Sincerely,

[Your Name]