Grading Review Confirmation

Date: [Insert Date]

To: [Student's Name]

[Student's Email]

Dear [Student's Name],

We have received your request for a grading review regarding [Course Name/Assignment Title]. This letter serves to confirm that we have initiated the review process.

The review will be conducted by [Instructor's Name/Grading Committee], and you can expect to receive feedback by [Expected Date of Feedback]. We appreciate your patience during this process.

If you have any questions or require further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]