

Grade Dispute Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[School/Institution Name]

[School Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally appeal my grade for [Course Name/Code] for the [semester/year]. I have carefully reviewed my performance and the feedback provided, and I believe there has been an error in the assessment of my work.

Specifically, I would like to address [briefly explain the details of the grade dispute, e.g., assignment, exam, etc.]. According to my calculations and understanding of the grading criteria, I believe my work meets the required standards to warrant a higher grade. [You may include specific examples or evidence to support your claim.]

I kindly request a re-evaluation of my work and a meeting to discuss this matter further. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID]