

Letter of Appeal for Academic Transcript Examination

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the examination of my academic transcript that was recently issued by [Institution's Name]. I believe there may have been discrepancies in the recorded grades for the following courses: [List of Courses].

I have attached relevant documentation that supports my case and I kindly request a thorough review of my academic record. I trust in the integrity of the institution and am hopeful for a prompt resolution to this matter.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]