

# Request for Modification of Academic Record

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my academic record for the following reasons:

- Specific Course/Subject: [Insert Course Name]
- Modification Needed: [Explain the modification required]
- Justification: [Provide brief justification for the request]

Attached are the necessary documents to support my request. I kindly ask for your assistance in processing this modification at your earliest convenience. If there are any forms or further information needed, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]