

Administrative Appeal for Grade Dispute

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

Office of Academic Affairs
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Committee Members"],

I am writing to formally appeal the grade I received in [Course Name], taught by [Instructor's Name] for the [Semester/Year]. I was awarded a grade of [Grade Received], which I believe does not accurately reflect my performance in the course.

After carefully reviewing my assignments, tests, and participation, I have identified several discrepancies that I would like the committee to consider during this appeal. Specifically, [briefly outline the reasons for your appeal, citing specific assignments or exams and any relevant policies or information].

I kindly request a reevaluation of my work and consideration of the factors I have highlighted. I believe this will provide a clearer understanding of my efforts and achievements in the course.

Thank you for your attention to this matter. I hope for a fair review of my appeal. I am willing to meet with you to discuss this further.

Sincerely,

[Your Name]

[Student ID Number]