

Letter of Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University Name]

[Department/Office of the Registrar]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name/Title],

I hope this message finds you well. My name is [Your Name] and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [University Name]. I am writing to formally express my concern regarding a grading issue I have encountered in [Course Name or Course Code] taught by [Professor's Name] during the [Semester/Year].

Upon receiving my final grade for the course, I noticed that the grade did not align with my understanding of my performance based on the assignments, exams, and feedback provided throughout the semester. Specifically, I believe [describe the specific issue, e.g., "my final project was graded harshly despite consistent communication with the professor about the requirements."]

In an effort to resolve this matter, I have already [mention any steps taken, e.g., "reached out to Professor [Professor's Name] via email to discuss my grade but have yet to receive a response."]. I kindly request a formal review of my grading for this course to ensure that it accurately reflects my efforts and understanding.

Thank you for your attention to this matter. I look forward to your prompt response to discuss how we can resolve this issue amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Student ID Number]