

# Letter of Inquiry Regarding Academic Performance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[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 inquire about the academic performance of [Student's Name], who is currently enrolled in [specific course or program] at [Institution's Name]. As [he/she/they] has expressed some concerns regarding [his/her/their] grades and overall academic progress, I would appreciate any insights or feedback you could provide.

Specifically, I would like to know about [mention any particular subjects, grades, or academic concerns]. Your assistance in this matter would be invaluable in helping us understand [Student's Name]'s academic standing and the support [he/she/they] may need moving forward.

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

Sincerely,

[Your Name]

[Your Position, if applicable]