

# Letter of Appeal for Report Card Reissue

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

[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the reissue of my report card for the [specific term/semester] due to [reason for appeal, e.g., incorrect information, loss of document].

I understand the importance of maintaining accurate records, and I would greatly appreciate your assistance in resolving this matter. Attached to this letter are supporting documents to assist in your review.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]