

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Position/Title]

[Department Name]

[University/College Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal my final grade in [Course Name/Code] for the [Semester/Term] from [Instructor's Name]. I was awarded a grade of [Grade Received], and I believe this decision does not accurately reflect my performance in the course.

Throughout the semester, I [briefly describe your efforts, participation, and any extenuating circumstances that may have affected your performance]. Despite my commitment to the class, I found that my final assessment did not align with my understanding of the material or the feedback I received throughout the course.

I would appreciate the opportunity to discuss my grade further. I believe a reevaluation may provide clarity and ensure fairness in the grading process. I am willing to meet at your convenience to discuss this matter and provide any necessary documentation.

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

Sincerely,

[Your Name]