

Letter of Appeal for Detailed Learning Assessment Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [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 formally appeal for a detailed learning assessment report concerning my recent evaluation in [Course/Subject Name].

Having reviewed the feedback provided, I believe that a more comprehensive report would significantly aid my understanding of my performance and areas where I can improve.

I would appreciate your consideration in this matter and look forward to receiving the detailed assessment report at your earliest convenience.

Thank you for your attention to this appeal.

Sincerely,

[Your Name]