

Letter of Appeal for Corrections in School Evaluation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the evaluation I received for [specific subject or course name] during the [specific term/year]. After reviewing the feedback and grades, I believe there may have been some inaccuracies that need to be addressed.

Specifically, I would like to bring to your attention [briefly outline the specific concerns or errors]. I have attached relevant documents and evidence that support my request for correction.

I greatly value the feedback from my evaluations and believe they are crucial for my academic growth. I would appreciate the opportunity to discuss this matter further. I am hopeful for a fair review of my evaluation.

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

Sincerely,

[Your Name]