

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 request a review and alteration of my academic evaluations for [specific course or subject] during the [specific term or year].

Upon receiving my grades, I believe that there may have been some discrepancies that do not accurately reflect my performance. I have outlined my concerns below:

- [Brief description of the first concern]
- [Brief description of the second concern]
- [Additional concerns, if any]

I respectfully request that you consider reevaluating my assessments, as I am keen to ensure that my academic record is a true representation of my efforts and achievements. I am more than willing to meet or discuss this matter at your convenience.

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

Sincerely,

[Your Name]

[Your Student ID]