

Appeal for Reconsideration of Grade Advancement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the decision regarding my advancement to [Grade Level] for the upcoming academic year. After reviewing my academic performance and the criteria for advancement, I believe that my case merits further consideration.

Throughout the past year, I have consistently worked hard to achieve my academic goals, demonstrated improvement in my grades, and actively participated in [mention any relevant activities, clubs, or sports]. I have attached my report card, letters of recommendation from teachers, and any additional documentation that supports my appeal.

I kindly request a meeting to discuss my situation and the possibility of reconsidering my advancement based on my dedication and achievements. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]