

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Date

Recipient Name  
Recipient Title  
School/Institution Name  
School Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concern regarding the grading practices of [Teacher's Name] for the [Course Name] class. I believe that the grades assigned during the [specific assignment/exam] were not reflective of my efforts and understanding of the material.

Specifically, I received a grade of [Your Grade] for [Assignment/Exam Name], which I find inconsistent with the criteria outlined in the syllabus and the feedback I received. I would like to highlight the following points:

- Point 1: [Explain your perspective and details]
- Point 2: [Provide supporting evidence]
- Point 3: [Mention any discrepancies or unfair treatment]

I kindly request a review of my grades in light of the points mentioned above. I believe that a fair assessment is crucial for my academic progress and learning experience.

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

Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]