

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Academic CGPA

I hope this letter finds you well. My name is [Your Name], and I am a current student in the [Your Program/Department] at [University Name], ID number [Your Student ID].

I am writing to inquire about my cumulative Grade Point Average (CGPA) as I have been reviewing my academic performance and would like to confirm my current standing. I believe it is important for my academic and career planning to have the most accurate information regarding my CGPA.

Could you please provide me with my current CGPA and clarify if there are any outstanding courses or grades that may affect it? I appreciate your assistance in this matter.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Program/Department]
[Your Student ID]