

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

Dear [Recipient's Name],

Subject: Appeal for CGPA Consideration

I hope this letter finds you well. I am writing to formally appeal my CGPA calculation for the [specify semester/term, e.g., Spring 2023] semester. My student ID is [Your Student ID].

I have reviewed my academic performance, and I believe there are several factors that may have impacted my grades during this period. [Briefly explain any personal circumstances, health issues, or extenuating situations that contributed to your academic challenges.]

Despite these challenges, I have made significant efforts to improve my understanding of the course material, as evidenced by [mention any actions you took to address your academic performance, such as attending tutoring sessions, participating in study groups, or seeking help from professors].

I kindly request that my situation be reviewed and that my CGPA be reassessed in light of these circumstances. I am committed to achieving academic success and have taken steps to ensure a better performance in future semesters.

Thank you for considering my appeal. I appreciate your attention to this matter and look forward to your response.

Sincerely,

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