

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

Dear [Recipient's Name],

Subject: Request for CGPA Calculation

I hope this message finds you well. I am writing to formally request the calculation of my Cumulative Grade Point Average (CGPA) for my record and academic planning purposes.

Details of my enrollment are as follows:

- Student ID: [Your Student ID]
- Program: [Your Program Name]
- Year of Enrollment: [Year of Enrollment]

I would appreciate it if you could provide me with the CGPA calculation based on my completed coursework. Please let me know if any additional information is required from my side to facilitate this process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]