

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Explanation of CGPA

I hope this letter finds you well. I am writing to provide an explanation regarding my CGPA, which is [Your CGPA]. I believe it's important to clarify some circumstances that may have contributed to my academic performance during certain semesters.

[Provide a brief overview of any challenges you faced, such as personal issues, health problems, or external factors. Be honest and concise.]

Despite these challenges, I have made significant efforts to improve my academic performance. [Mention any steps you have taken to address the issues, such as tutoring, study groups, or time management strategies.]

I am committed to my academic success and am confident that my recent grades reflect my dedication and hard work. [You may include specific examples of recent courses or projects that earned you higher grades, if applicable.]

Thank you for considering my situation. I appreciate your understanding and support as I continue to strive for academic excellence.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]