

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[University/College Name]
[Department/Office Name]
[University/College Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding CGPA Calculation

I hope this letter finds you well. I am writing to inquire about the calculation of my Cumulative Grade Point Average (CGPA) for the [specify semester/year] at [University/College Name].

As a [your program/degree] student, I wish to ensure that my academic records accurately reflect my performance. I would appreciate your clarification on the following points:

1. [Specify your first inquiry]
2. [Specify your second inquiry]
3. [Any additional inquiries]

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

Sincerely,

[Your Name]
[Your Student ID]