

Subject: Request for CGPA Explanation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my Cumulative Grade Point Average (CGPA) as it appears on my academic transcript.

Details:

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program: [Your Program Name]
- Semester: [Current Semester/Year]

I would appreciate your assistance in providing an explanation for how my CGPA was calculated, including any specific weightage or grading policies that were applied.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Signature, if applicable]