

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding CGPA Results

I hope this letter finds you well. I am writing to express my concern regarding the recently released CGPA results for [mention the specific semester or year] for [mention your program or department].

I have closely reviewed my results and would like to seek clarification on [mention specific issues or questions regarding the CGPA, e.g., discrepancies, grading, etc.]. Understanding these details is essential for my academic planning and future endeavors.

I would greatly appreciate any information you could provide regarding the process of reviewing and addressing CGPA-related inquiries.

Additionally, if it is possible to arrange a meeting to discuss this matter in further detail, I would be more than willing to accommodate your schedule.

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

Sincerely,

[Your Name]
[Your Student ID]
[Your Program and Year]