

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

Subject: Application for CGPA Correction

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a correction of my CGPA as recorded in my academic transcript.

My details are as follows:

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

During my recent review of my academic records, I noticed a discrepancy in my CGPA calculation that I believe requires correction. [Briefly explain the reason for the correction and any relevant details, such as specific courses or grades involved].

I have attached supporting documents, including [list any supporting documents or evidence you have, such as transcripts or grade reports]. I kindly request that you review this issue and make the necessary corrections.

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

Sincerely,

[Your Name]
[Your Student ID]