

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University/Institution Name]
[Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Review of CGPA Discrepancy

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed in my cumulative grade point average (CGPA) as reported on my academic transcript.

My name is [Your Full Name], and I am a student in the [Your Program/Department] at [University/Institution Name], with student ID [Your Student ID]. Upon reviewing my transcript dated [Date of Transcript], I observed that my CGPA is recorded as [Incorrect CGPA], whereas I believe it should be [Correct CGPA] based on my completed courses and grades.

I kindly request a thorough review of my academic records to resolve this matter. I have attached relevant documents, including my transcripts and any supporting evidence, for your consideration.

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

Sincerely,

[Your Name]
[Your Student ID]
[Your Program/Department]