

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

Office of the Registrar
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Registrar's Name/Office of the Registrar],
Subject: Request for CGPA Clarification

I hope this message finds you well. I am writing to request clarification regarding my current CGPA as recorded in my academic transcript.

My name is [Your Full Name], and I am a student in the [Your Program/Department] with student ID [Your Student ID]. Upon reviewing my academic records, I have noticed a discrepancy in my CGPA that I would like to understand better.

I would appreciate it if you could provide further information on how my CGPA was calculated, including any relevant details regarding my course grades and weighting. Additionally, if there are any opportunities for appeal or correction if an error has been made, I would be grateful for that information as well.

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

Sincerely,
[Your Name]
[Your Student ID]