

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

Dear [Recipient Name],
Subject: CGPA Appeal Request

I hope this letter finds you well. I am writing to formally appeal my cumulative grade point average (CGPA) for the [specific semester/year] due to [brief explanation of extenuating circumstances].

During this period, I encountered [describe your situation, e.g., health issues, family emergencies, etc.]. Despite my efforts to maintain my academic performance, these circumstances significantly impacted my ability to focus on my studies.

I have attached [mention any supporting documents, if applicable] to provide further context regarding my situation. I believe that considering these factors may present a clearer understanding of my academic performance during the affected time.

I am dedicated to my studies and am taking steps to improve my situation moving forward, including [mention any actions you're taking to ensure better performance]. I kindly request that you review my case and consider adjusting my CGPA accordingly.

Thank you for taking the time to consider my appeal. I hope for your understanding and support in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID]
[Program Name/Department]