

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for CGPA Assessment

I hope this letter finds you well. I am writing to formally request an assessment of my Cumulative Grade Point Average (CGPA) for [specific purpose, e.g., transfer application, scholarship application, etc.].

My details are as follows:

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

I kindly ask you to provide an official assessment of my CGPA, as it is essential for my [explain the reason, e.g., further studies, employment application, etc.].

Please let me know if you need any additional information or documentation to complete this process.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID]