

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

Dear [Recipient Name],
I hope this letter finds you well. I am writing to formally request a review of my current CGPA for the [specific term/semester] due to [briefly explain your reasons, e.g., extenuating circumstances, errors in grading, etc.].
I have consistently strived to maintain my academic performance and believe that [provide supportive details or evidence related to your request]. I respectfully ask for your consideration in reassessing my grades for [specific courses or assignments if applicable].
Thank you for your time and consideration. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Student ID] (if applicable)
[Your Program/Department]