

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding my Cumulative Grade Point Average (CGPA) for [specific term/year or program].

As a [your year, e.g., sophomore] student in the [your program/major], it is essential for me to have an updated understanding of my academic standing as I plan for my future coursework and opportunities.

I would greatly appreciate it if you could provide me with my CGPA information at your earliest convenience. If any further information or documentation is needed to process my request, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]

[Student ID (if applicable)]