

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

[Recipient's Name]
[Title]

[Department/Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for CGPA Adjustment

I hope this message finds you well. I am writing to formally request a review and adjustment of my current CGPA as per the university's policies.

My details are as follows:

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

I am seeking this adjustment due to [briefly explain the reason for the request, e.g., extenuating circumstances, errors in grading, etc.]. I have attached relevant documents to support my case, including [list any supporting documents, e.g., grade reports, medical certificates, etc.].

I kindly ask for your assistance in reviewing my academic records to consider this request. I am confident that a reevaluation will reflect my true academic performance and dedication to my studies.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]