

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

Subject: Request for CGPA Review

I hope this letter finds you well. I am writing to formally request a review of my Cumulative Grade Point Average (CGPA) for the [specify semester/year] at [University/College Name].

My student ID is [Your Student ID], and I am currently enrolled in the [specify program/major]. After receiving my latest academic transcript, I was concerned about my CGPA and believe there may have been an error in the calculation of my grades.

I would like to present the following details for your consideration:

1. Course Name and Code: [Course Name & Code]

Grade Received: [Your Grade]

[Include any further relevant details or discrepancies related to grades]

2. [Repeat as necessary for other courses]

I have attached copies of my academic records and any relevant documentation that supports my request. I would greatly appreciate it if you could review my CGPA calculation and provide clarification on my standing in the program.

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

Sincerely,

[Your Name]

[Your Student ID]