

****CGC Letter Template for Grading Inquiries****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

CGC

[CGC Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Grading of Submission [Submission Number]

Dear CGC Customer Service,

I hope this message finds you well. I am writing to inquire about the grading process for my recently submitted items under Submission Number:

[Insert Submission Number].

1. ****Submission Details****

- Item(s) Submitted: [List items with titles and any relevant identifiers]

- Submission Date: [Insert submission date]

2. ****Clarifications Requested****

- Status Update: [Request for current status]

- Grading Criteria: [Ask about specific grading aspects if needed]

- Timeline: [Inquire about the expected turnaround time for grading]

3. ****Further Assistance Needed****

- [Any other inquiries related to the submission or grading process]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]