

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

Dear [Recipient's Name],

I am writing to formally request a Change of Grade Review (CGR) for the course [Course Name], which I completed in [Semester/Year]. I believe there has been an error in the grading of my final evaluation, and I would like to present my case for your consideration.

[Explain the reason for the CGR request. Include specific details about the grading, any discrepancies you noticed, and any relevant assignments or exams that support your case.]

I have attached relevant documentation, including [mention any supporting documents such as assignments, emails, or previous communications related to the grade]. I appreciate your time in reviewing this matter and look forward to your response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)