

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

[Professor's Name]
[Course Title and Code]
[Department]
[University Name]
[University Address]
[City, State, ZIP Code]

Dear Professor [Last Name],
Subject: Grade Appeal for [Course Title and Code]
I hope this message finds you well. I am writing to formally appeal my grade for [specific assignment/exam] in [Course Title] for [semester/year]. After reviewing the feedback and grading rubric, I believe that my work merits a reconsideration of the grade due to the following reasons:

1. **Reason One**: [Briefly explain your first reason, citing any specific examples or evidence.]
2. **Reason Two**: [Briefly explain your second reason, providing relevant details.]
3. **Reason Three**: [If applicable, add a third reason or point of contention.]

I understand that grading is a complex process, and I appreciate the time and effort you invest in evaluating student work. I would be grateful if we could arrange a meeting to discuss my concerns in more detail.

Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]
[Student ID (if applicable)]