

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

[Recipient's Name]  
[Recipient's Title]  
[School's Name]  
[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a review of the grade I received for [Course Name] in the [specific semester/year].

I believe there may have been some factors that contributed to my final grade, which I would like to discuss further. [Briefly explain any reasons or circumstances that you think should be considered, such as participation, assignments, or extenuating circumstances].

I appreciate your attention to this matter and would be grateful for the opportunity to meet with you to discuss my grade in detail. I am hopeful that we can come to a fair resolution.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]