

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

[Recipient's Name]  
[Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for GQ Exam Results

I hope this letter finds you well. I am writing to formally appeal the results of my recent GQ exam taken on [Date of Exam]. My candidate number is [Candidate Number].

I believe that there may have been a misunderstanding or error related to my performance as I expected to achieve a higher score based on [briefly explain your reasons, e.g., preparation, performance during the exam, etc.]. In light of this, I respectfully request a re-evaluation of my exam paper.

I have attached [any supporting documents, if applicable, e.g., performance records, assessments]. I appreciate your consideration of my request and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]