

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[School/Institution Name]
[School/Institution Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Inquiry Regarding Grades for [Course Name/Code]
I hope this message finds you well. I am writing to formally inquire about my grades for [specific course name or code] for the [specific term/semester/year]. I am particularly interested in understanding my performance and any areas where I may need to improve.
I would appreciate it if you could provide me with the details regarding my grades, along with any feedback, if available. Understanding my progress in this course is important to me as I plan my academic future. Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Student ID] (if applicable)
[Your Course/Program]