

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Explanation Regarding Evaluation Mistake

I hope this message finds you well. I am writing to address an error in my recent evaluation, specifically concerning [briefly describe the nature of the mistake, e.g., grades, assessment criteria, etc.].

Upon reviewing the evaluation details, I noticed [describe the mistake or discrepancy, providing specific examples or evidence if applicable]. This seems to have affected my overall assessment and I believe it warrants further consideration.

I kindly request a review of [mention any specific part of the evaluation] and would appreciate any opportunity to discuss this matter further. Thank you for your attention to this issue, and I look forward to your timely response.

Sincerely,  
[Your Name]