

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally appeal my child's grade in [specific subject] for the [specific semester/term/year].

My child's name is [Child's Name], and they are in [grade/class]. After reviewing their performance and the factors that may have affected their final assessment, I believe there are several considerations that warrant a reevaluation of their grade.

[Briefly outline the reasons for the appeal, such as extenuating circumstances, discrepancies in grading, or specific assignments that may need to be reconsidered. Provide any relevant details or supporting documentation.]

I kindly request a meeting to discuss this matter further and explore the possibility of a review. I appreciate your attention to this appeal and look forward to your response.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]