

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[University Name]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Consideration of SGPA Improvement

I hope this letter finds you well. I am writing to formally request your consideration regarding my semester Grade Point Average (SGPA). My name is [Your Name], a student in the [Your Program/Department], and my student ID is [Your Student ID].

During the past semester, I faced several unforeseen challenges that significantly impacted my academic performance. Specifically, [briefly explain your circumstances, e.g., health issues, family emergencies, etc.]. Despite my best efforts, these situations affected my ability to perform to the best of my potential.

I am committed to my academic success and have taken proactive steps to improve my performance, including [mention any measures you have taken, such as seeking tutoring, attending study groups, or consulting with professors]. I believe that my efforts will lead to a noticeable improvement in my future academic performance.

I kindly ask for your support in considering my request for [state any specific request, such as a review of my situation, an extension, etc.]. I am eager to demonstrate my commitment to my studies and to raise my SGPA.

Thank you for taking the time to consider my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Student ID]
[Your Program/Department]