

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

[Recipient's Name]
[Recipient's Title]
[University Name]
[Department Name]
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Academic Appeal Regarding SGPA

I hope this letter finds you well. I am writing to formally appeal the calculated SGPA (Semester Grade Point Average) for the [specific semester/term], due to [briefly state the reason for the appeal, e.g., extenuating circumstances, grading errors, etc.].

After reviewing my academic performance and the grades received in my courses, I believe that [provide details supporting your appeal, such as discrepancies in grading, lack of consideration of certain factors, etc.].

I kindly request a re-evaluation of my grades for the following courses:

1. [Course Name and Code] - [Explain briefly the reason for the appeal]
2. [Course Name and Code] - [Explain briefly the reason for the appeal]
3. [Course Name and Code] - [Explain briefly the reason for the appeal]

I appreciate your attention to this matter, and I am hopeful for a favorable resolution. I am willing to provide any additional documentation or meet in person to discuss my appeal further.

Thank you for considering my request.

Sincerely,

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