

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal my grade in [Course Name and Code], which was posted as [Grade] for the [Semester/Term]. I believe there may have been a misunderstanding regarding my performance, and I wish to provide clarification and context for your consideration.

[Briefly explain your reasons for the appeal. Include any relevant details, such as discrepancies in grading, missed assignments, or extenuating circumstances that may have affected your performance.]

I have included [mention any documents, such as assignments, emails, or transcripts] to support my case. I respectfully request that you review my situation and consider the possibility of re-evaluating my grade.

Thank you for your attention to this matter. I appreciate your understanding and support. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID]
[Degree Program]