

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

[Recipient's Name]
[Institution's Name]
[Department or Office]
[Institution's Address]
[City, State, Zip Code]

Subject: Request for Re-evaluation of SGPA

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a re-evaluation of my Semester Grade Point Average (SGPA) for [specify the semester, e.g., "Fall 2023"]. My student ID is [Your Student ID].

Upon reviewing my grades, I noticed discrepancies that I believe warrant further examination. Specifically, [briefly describe the issues with the grades, e.g., "the marks recorded for my final project in XYZ course do not seem to align with my performance"].

I would greatly appreciate if you could reconsider the evaluation of my grades, as I am eager to ensure that my academic record accurately reflects my efforts and understanding of the material.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID]
[Your Program and Year]