

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

Dear [Recipient's Name],

Subject: Request for Special Consideration for SGPA Adjustment

I hope this message finds you well. I am writing to formally request special consideration regarding my Semester Grade Point Average (SGPA) for the [specific semester] due to [briefly explain the reason, e.g., medical issues, personal circumstances, etc.].

Throughout the semester, I faced [describe the challenges you encountered, emphasizing their impact on your academic performance]. Despite my best efforts to maintain my academic standing, these circumstances significantly affected my ability to [mention specific courses or assignments].

I have genuinely strived to succeed in my studies, and I believe that [provide any supporting evidence or documentation, if applicable]. I kindly ask for your understanding and assistance in reviewing my situation for possible adjustments to my SGPA.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID]