

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek academic justification regarding [specific issue or request, e.g., a grade appeal, an extension, etc.].

[Provide a brief introduction of the situation and the reasons for your request. Include relevant details such as course name, instructor, and any pertinent dates.]

I understand the importance of [mention any policies or standards related to your request], and I assure you that my request is not made lightly.

[Explain any circumstances that contributed to your situation - e.g., personal challenges, health issues, etc.].

I have attached [mention any supporting documents, if applicable] to further substantiate my case. I kindly ask that you consider my request in light of these circumstances.

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

Sincerely,

[Your Name]
[Your Student ID, if applicable]