

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

[Instructor's Name]  
[Course Name/Title]  
[Department Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Instructor's Name],

Subject: Grade Dispute for [Assignment/Test Name]

I hope this message finds you well. I am writing to formally dispute the grade I received for [specific assignment/test name] submitted on [submission date]. My current grade is [insert grade], which I believe does not accurately reflect the quality of my work.

I have carefully reviewed the feedback provided and would like to address several points of concern:

1. [Specific point 1: explain your reasoning]
2. [Specific point 2: explain your reasoning]
3. [Specific point 3: explain your reasoning]

Given the circumstances, I kindly request a re-evaluation of my assignment/test based on the points mentioned above. I am more than willing to discuss this matter further and provide any additional information needed to support my case.

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

Sincerely,

[Your Name]  
[Student ID Number]  
[Contact Number]