

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for Grade Review

I hope this message finds you well. I am writing to formally request a review of my grade in [Subject/Class Name] for the [specific term/semester/year].

After receiving my final grade, I was surprised to see [briefly explain the issue, e.g., "that I received a lower grade than I had anticipated based on my performance"]. I believe there may have been a misunderstanding or oversight regarding [specific assignment or exam details].

I kindly ask for an opportunity to discuss this matter and to review my work in detail. I appreciate your attention to this issue and look forward to your response.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Grade/Year]  
[Student ID (if applicable)]