

Sample Appeal Letter for Reconsideration of Grade in University

Date: [Insert Date]

To: [Instructor's Name]
[Course Title and Code]
[Department], [University Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally appeal and respectfully request a reconsideration of my final grade in **[Course Title and Code]** for the **[Semester/Term]** semester.

After reviewing my grade, I believe there may have been a misunderstanding or oversight regarding the assessment of my work. Specifically, I would like to bring to your attention the following points:

- **[State specific assignments, tests, or areas of concern where you believe an error occurred or where you seek clarification.]**
- **[Provide evidence or explanations supporting your case, such as discrepancies between feedback received and the assigned grade, or mitigating circumstances (e.g., illness, family emergency) that may have affected your performance.]**

I have attached the relevant documents and correspondences to support my appeal. I fully understand and respect the grading policies of the university, and my intent is solely to ensure that my academic record accurately reflects my efforts and understanding of the course material.

I would greatly appreciate it if you could review my case and let me know if a reevaluation is possible. I am also open to discussing this matter further in person or during your office hours, should you require additional information.

Thank you very much for your time and consideration.

Sincerely,
[Your Name]
[Your Student ID]
[Your Program/Year]
[Your Contact Information]