
****Title: Appeal for Grade Review****

****Recipient Name****

****Instructor's Name****

****Course Name and Code****

****Date****

Dear [Instructor's Name],

I hope this message finds you well. I am writing to express my concern regarding the grade I received for [Specify Assignment/Exam] in [Course Name]. After reviewing the feedback provided, I believe there may be an oversight that affected my grade.

Firstly, I have carefully reviewed the rubric and noted that [mention specific criteria or section] was possibly evaluated differently than expected. According to your feedback, [mention specific feedback].

However, I addressed this by [mention your actions or evidence from the work that aligns with the rubric].

Furthermore, I respectfully request a meeting to discuss this matter at your earliest convenience. I believe that going through the assignment together could help clarify any misunderstandings and ensure that it aligns with the standards set forth.

Thank you for considering my appeal. I appreciate your time and support.

Warm regards,

[Your Full Name]

[Your Student ID]

[Your Contact Information]
