

[Opening with Gratitude and Respect]

Ladies and gentlemen of the academic committee,
First and foremost, I want to express my gratitude for the opportunity to address you today. I have great respect for the faculty and the dedication you all have towards fostering a learning environment where students like myself can grow and excel.

[State the Purpose]

I am here to discuss my recent grade in [Course Name], which I believe does not fully reflect my understanding and efforts in the course. I am hoping to provide some context that might offer a more comprehensive view of my performance.

[Provide Context and Evidence]

Throughout the semester, I have consistently engaged with the course material, as evidenced by my participation in discussions and completion of assignments. I also sought feedback to improve, which I applied diligently. For example, my understanding of [specific topic] evolved significantly, impacting my overall comprehension of the subject matter.

[Sincere Acknowledgement of Any Shortcomings]

I acknowledge there may have been areas where I could have improved, particularly under the constraints of [mention any relevant challenges briefly]. I am committed to addressing these weaknesses and have already begun taking steps to ensure improvement.

[Specific Request]

With respect to these considerations, I respectfully request a review of my grade. An opportunity for re-evaluation or a supplemental task that aligns with my demonstrated learning would be greatly appreciated.

[Closing with Appreciation]

Thank you for your time and understanding. Whatever decision is made, I remain grateful and committed to continued learning.

Warm regards,

[Your Full Name]

[Your Student ID]

[Contact Information]