

Grade Re-Evaluation Request Letter

Date:

To,

[Instructor's Name]

[Course Name/Code]

[Department Name]

[University/School Name]

Subject: Request for Re-Evaluation of Grade

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a re-evaluation of my grade for [Assignment/Exam/Project Name] in [Course Name/Code].

I have reviewed the feedback and grading criteria and would appreciate it if you could kindly reconsider my grade, as I believe there may have been an oversight.

I would be grateful if you could provide further clarification regarding the grading or allow a re-evaluation of my work.

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

Sincerely,

[Your Name]

[Your Student ID]

[Contact Information]