

Simple School Letter Appeal

[YOUR NAME] [YOUR EMAIL] October 9, 2050

Kitty Johns
Academic Dean
DiaLight
Sacramento, CA 94203
Dear Ms. Kitty Johns,

I hope this letter finds you well. My name is [YOUR NAME], and I am writing to formally appeal the grade I received in Introduction to Psychology for the semester ending May 25, 2050. After carefully reviewing my coursework and the grading criteria, I believe there may have been an oversight that significantly impacted my final grade.

Throughout the semester, I have dedicated a substantial amount of time and effort to complete all assignments, participate actively in class, and seek additional help when needed. I was particularly surprised to see my final grade of C-, which does not accurately reflect my performance and understanding of the material.

To provide clarity, I have attached copies of my assignments, tests, and any relevant communications that support my case. I kindly request a review of my submitted work, as I believe that my efforts and understanding warrant a reconsideration of my final grade.

I understand that grading can be a complex process, and I appreciate the time and attention you give to each student. Should it be necessary, I am more than willing to meet with you to discuss this matter in further detail.

Thank you for considering my appeal. I look forward to your prompt response so we can resolve this issue amicably.

Sincerely,

[YOUR NAME]

Sample Appeal Letter For Middle School

Homer L. Hall, Logan H. Aimone

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