

# Template 1: Academic Reconsideration

## **Subject: Request for Reconsideration of Course Grade**

Dear Professor [Last Name],

I hope this message finds you well. I am writing to respectfully request reconsideration of my final grade in [Course Name]. After reviewing the feedback and reflecting on my coursework, I believe that certain aspects may have been overlooked or misinterpreted, particularly [specific aspect or assignment].

I understand the grading criteria and hold your assessments in high regard. However, I would appreciate the opportunity to discuss how my [specific assignment or part of the course] was evaluated. I am confident that a review might offer a new perspective, especially considering my commitment and understanding demonstrated throughout the semester.

I am available for a meeting at your earliest convenience and am eager to gain insights into how I can improve further.

Thank you for considering my appeal.

Warm regards,

[Your Full Name]

[Your Student ID]

[Your Contact Information]