Sample e-mails

DATE: 16 October 2015
FROM: Liza Bennet
TO: William Diaz
SUBJECT: Request for Change of Grade in Philo 1

Dear Professor Diaz,

Good day! I am Elizabeth Bennet from your Philosophy 1 class and I am writing concerning the grade I received. I hope you could review the midterm paper I submitted since it has a major bearing on the final grade.

I am taking BA History and I wish to shift to the BS Business Economics program of the School of Economics. It is required for shiftees to have as high a GWA as possible (1.75 or better) and it would really be a help if I could attain a higher grade in your class.

I wish that you consider rechecking and reviewing my midterm paper as it is a major requirement for your course. I hope that it could bring my grade up.

I would appreciate it if this matter could be settled before November.

Thank you for your consideration.

Sincerely,

Elizabeth Bennet
2013-01953
Dear Ms. Bennet,

I have reviewed and reevaluated your midterm paper in Philosophy 1. Your grade of 93 (1.25 equivalent) for the said paper will receive no further changes.

Indeed the paper constitutes a major part of the final grade (40%) and you have done very well. However, I specified that you should give examples to make your arguments stronger. You weren’t able to give examples concerning Wittgenstein’s theory of meaning, which is why I cannot bring you up the grade of 96 (1.00 equivalent).

You brought up that will be shifting and I believe recommendations from previous professors are part of the requirements. I would gladly offer my recommendation for your application.

If you wish to discuss things further, please see me at my office. Contact me at 09193503500 or reply to this e-mail to set a time and date.

Attached is a breakdown of your grades and the graded rubric of your final paper.

Sincerely,

Professor Diaz

Attachment: 201201953Grades.pdf