To whom it may concern,

I am writing to appeal for my grade in Macroeconomics 2 for the second semester of school year 2009 – 2010. It has been my concern that the grade reported was incomplete because I was not able to pass the thesis required for the semester.

On the contrary, I was able to submit the thesis entitled, “The Feasibility of Using Garlic (Allium sativum) Extract to Cure Scabies” two days ahead of the deadline. It has come to my attention too that the other students have also incurred the same grade but have passed their thesis on time. The thesis papers were submitted to the student assistant of the Economics Department since our professor was on leave at the time.

I solemnly appeal for the reconsideration of my grade in the said subject and for the immediate investigation about the matter. Please do not hesitate to call on me if you need help regarding this. I will be more than happy to cooperate.

Thank you for taking the time to read this letter.

Sincerely,

Andrei Thomas, Jr.

Chairman of the Student Council