

#{College}

#{Date}

Vice-President for Academics

USJ-R, Cebu City

Through: #{Head Registrar}
 University Registrar

Subject:

REQUEST FOR CHANGE OF GRADE

Dear Fr. Bumangabang:

The undersigned respectfully requests for the change of prelim/midterm/final grade/s of the student/s listed below in the subject #{Subject} in the #{Semester} semester, SY #{SchoolYear} from #{PreviousGrade} rating/mark to the following:

| Name | Grade | Remark |
|----------------|-------------|-----------|
| #{StudentName} | #{NewGrade} | #{Remark} |

May this request merit your consideration and favorable action. Thank you.

Respectfully yours,

\${Sender}

Noted by:

\${Chairperson}

\${Dean}

\${Chairperson-Name}

\${Dean-Name}

\${Chairperson-Position}

\${Dean-Position}